

PART III. POPULATION AND HOUSING
CENSUS ITEMS

Chapter 1. Population Census Items

Only five items of population data were collected on a 100-percent basis in all parts of the country. These items were relationship to head of household, age, sex, color or race, and marital status. Another item, on citizenship, was collected on a 100-percent basis but only in New York State (and Puerto Rico--see part I, chapter 11). The remaining items in the population census were collected for persons in a 25-percent sample of households and for a 25-percent sample of persons in group quarters. See table A, "Population Items of Data Collected," in part I, chapter 2.

The data collected on questionnaires filled by the respondents were transcribed by the enumerators onto schedules, known as FOSDIC¹ schedules, that were especially designed for use with high-speed electronic equipment. The items collected on a 100-percent basis were precoded on the schedules, so the 100-percent schedules could be microfilmed and the microfilm fed into the data processing equipment without manual coding or editing. Many of the items collected in the sample required office coding before the machine processing, and some clerical editing was done at the same time as the coding. However, the basic editing for correction of inconsistencies and for imputation of entries where an item was blank was done on the electronic computers. For a more complete description of the enumeration and data processing, see part I, chapters 7 and 8. Tables showing the amount of imputation done for non-responses to the various items are published in the census reports along with the data.

For an evaluation of the completeness and accuracy of the 1960 Census of Population, see reports titled Evaluation and Research Program of the U.S. Censuses of Population and Housing, 1960 (series ER 60).

P1 and P2. SAMPLE KEY AND NAME

The P1 item, for sample key, appeared on the 100-percent FOSDIC schedules only. It was used to indicate

Line No.	P1. Sample key					
	Household heads Persons listed out of order					
	Fill for:	All "GQ" persons Vacant units				
		A	B	C	D	GQ
1		○	○	○	○	○
2		○	○	○	○	○*
3		○	○	○	○	○
4		○	○	○	○	○
19		○	○	○	○	○
20		○	○	○	○	○

¹Film Optical Sensing Device for Input to Computers.

which households, vacant housing units, and persons in group quarters fell in the 25-percent sample. The enumerator filled the item by copying the appropriate entry from his listing book.

The letters A, B, C, and D were to be assigned in rotation in the listing book to the households and vacant housing units encountered, in the order of visitation. One of the letters, chosen at random, was given to the enumerator to assign to the first housing unit he visited, to start his rotation assignment of letters. Each "A" housing unit, and all its occupants, was included in the sample. A fifth (GQ) circle on the schedule was to be marked if the individual lived in group quarters, and on every fourth line this circle was asterisked to indicate that the person was to be included in the sample.

The P2 item, Name, is reproduced here as it appeared on the 100-percent FOSDIC schedule. For a discussion of the requirement that household members be listed by name and in a specified order, see the next section, on relationship to head of household, families, and group quarters.

P2. Name—Enter last name first.	
List persons in this order	The head
	His wife
	Unmarried sons and daughters (in order of age)
	Married sons and daughters and their families
	Other relatives
Other persons, such as lodgers, maids, or hired hands who live in and their relatives living in	

P3, P3a. RELATIONSHIP TO HEAD OF HOUSEHOLD, FAMILIES, AND GROUP QUARTERS

For the 1960 population census, the persons in a housing unit constituted a household. A housing unit was defined as separate living quarters with an entrance direct from the outside or from a common hall, or with cooking facilities for the exclusive use of occupants. Living quarters were classified as a housing unit when occupied by a person living alone or by a family or other group of persons living together provided that no more than four of these persons were unrelated to the person in charge. If there were five or more persons unrelated to the head, the living quarters were classified as group quarters and the occupants were not considered to constitute a household.

100-Percent Data

Both the Advance Census Report and the 100-percent FOSDIC schedule contained a place for writing the name of each household member. On the Advance Census Report, relationship to the head of the household was written in full.

NAMES OF PERSONS LIVING HERE ON APRIL 1, 1960, AND THOSE STAYING HERE WHO HAVE NO OTHER HOME			
Line No	Write names in this order		What is the relationship of each person to the head of this household? (For example, wife, son, daughter, grandson, mother-in-law, lodger, lodger's wife)
	Head of household on first line Wife of head Unmarried children, oldest first Married children and their families Other relatives Others not related to head of household		
IF THERE ARE MORE THAN 10 NAMES ON YOUR LIST, USE AN ADDITIONAL SHEET (P2)			
	Last name	First name	Middle initial (P3)
1			HEAD OF HOUSEHOLD
2			
3			
4			

As additional insurance that households would be properly demarcated, the Advance Census Report contained an entire section (section B) designed to insure that all persons were included in the correct households as well as to improve coverage in the census.

household, and resident employees such as maids, hired farm hands, etc.

6. Inmates. Inmates were persons for whom care or custody was provided in such places as boarding homes for delinquent or dependent children,

SECTION B—NEXT: Please answer the questions in this section to help the Census Taker count your household correctly.

1. Does more than one family live in this home? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes," do they live and eat with your family? Yes <input type="checkbox"/> No <input type="checkbox"/> Be sure they are listed in Section A, above.	2. Is there anyone left out of Section A, because you were not sure whether he should be listed—for example, a new baby still in the hospital, or a lodger who also has another home? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes," write name(s) here:	3. Is there anyone listed in Section A who is away from home now? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes," write name(s) here:
---	--	--

When the enumerator was at a housing unit he identified all persons with the unit by name and relationship to the one person identified as the head of the household, on the 100-percent FOSDIC schedule. The head of the household was the only person for whom the sample key (item P1) was marked, and the head was listed first on the schedule.

The six categories of relationship on the 100-percent schedule were defined as follows:

boarding homes and schools for the mentally or physically handicapped, sanitariums providing specialized medical care for persons with mental disorders, tuberculosis, or other chronic diseases, nursing and domiciliary homes for the aged and dependent, prisons and jails.

- Head of the household. The instructions to enumerators defined the head of the household as the person considered to be the head by the household members. The determination was usually made by the household member who filled in the Advance Census Report or who answered the enumerator's questions.
- Wife of the head. The wife of the head was a woman married to and living with the household head, whether in a legal or common-law marriage. The enumerators were cautioned against entries of "wife" for women married to someone other than the head of the household.
- Son or daughter of the head. A son or daughter of the head of the household was included in this category regardless of age. Adopted children and stepchildren were included in this category. Foster children and wards of the head were classified as nonrelatives (defined below).
- Other relative. This category included all other household members who were related to the head by blood, marriage, or adoption--e.g., sister, nephew, grandchild, mother-in-law, son-in-law, daughter-in-law, etc.
- Nonrelative. This category included any members of household who were not related to the household head by blood, marriage, or adoption--e.g., lodgers, roomers, partners, and relatives of such persons, foster children, wards of the head of the

The specific relationships for the household members depended on which person in the household was identified as the head. The person designated as head of the household by the respondent was accepted as such, with one exception: for convenience in tabulation the husband was considered the head and his spouse as the wife of the head when a married couple headed the household. There had to be one head in every household and there could be only one "wife of head" in any household. Most of the population was easily classified as head, wife, son or daughter, other relative, or nonrelative of the head of the household in the 100-percent data. (Additional relationship detail for the other relatives and nonrelatives was obtained for the 25-percent sample of households.)

The respondent was instructed to list the name of the household head first and all other members of the household in a specified order on the Advance Census Report. If he had not done so, the enumerator corrected the order when he transcribed the information to the 100-percent FOSDIC schedule. If there was no Advance Census Report for the household, and the names were not entered on the FOSDIC schedule in the specified order during the interview, the enumerator cancelled the entries for the household and began the listing again in the next space.

The identification of the head of the household and the ordered list of household members provided a combination of entries suitable for identifying and separating the members of one household from the members of another on the computer tape.

The computer program was designed to review this organization. This review was known as the household assembly program.

At the time of the household assembly, if a household lacked a person precoded by the enumerator as head, one person was designated as head of the household according to predetermined household assembly rules. After the head was determined, the computer program proceeded for an examination of entries for other persons within a household. The entries were edited according to the following rules:

1. Only one head and one wife of head were accepted in each household.
2. Entries of child and other relative were accepted as marked.
3. If there were two or more inmates in the living quarters, the inmates were not counted as part of a household; they were treated as being in separate group quarters of their own.
4. Households were permitted to contain no more than four nonrelatives, by definition. Any households that had five or more nonrelatives were considered to be group quarters.
5. When there was no relationship entry for a married female who was listed immediately after a married male head of household, she was coded as wife of the head if there was no person already coded as wife.
6. When there was no relationship entry for a person listed immediately after an inmate, the person was coded as an inmate (and the two or more inmates rule was applied).
7. In all other cases where there was no entry for relationship, relationship codes were assigned. The assignments were based on the difference in age between the person and the household head. In cases where there was no entry for either age or relationship, relationship codes were assigned in the proportion of 11 codes for children, 5 for other relatives, and 2 for nonrelatives.

During the process of household assembly, a recode was made on the tape to identify heads of households as living with relatives (primary family heads) or living alone or with nonrelatives only (primary individuals). These concepts were used in classifying persons in tabulations, thus providing a count of households by a basic division according to whether they were households with related persons living together or households without related persons.

Although the technique of processing the data changed substantially from the 1950 census to the 1960 census (for the 1950 census, written entries on relationship were edited by clerks instead of computers and the entries were coded by card punchers) the definitions and editing rules were relatively constant.

Sample Data

Detailed relationship, family type, and family number.--More detailed information on relationship was obtained from respondents in sample households. The Household Questionnaire left at sample households in

P3. What is the relationship of this person to the head of this household?

Head

Wife of head

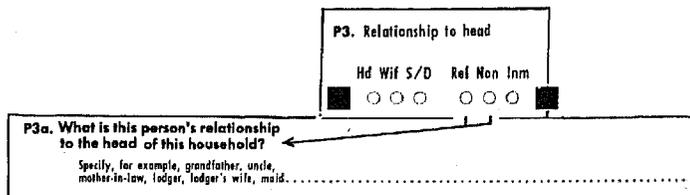
Son or daughter of head

Other—Write in:

(For example: Son-in-law, mother, uncle, cousin, etc.)

two-stage enumeration areas contained boxes for the respondent to check when the relationship entry was *head, wife or head, or son or daughter of head* and also provided space for writing in the exact relationship of each additional member of the household, such as son-in-law, mother, lodger, etc.

On the sample FOSDIC schedule, the item on relationship contained two parts. The first part, item P3, contained six circles for the six 100-percent categories of relationship. The second, item P3a, asked for the specific relationship to head of household of any person in the categories other relative or nonrelative.



On the sample FOSDIC schedule there is an arrow from the other relative and nonrelative circles in item P3 to item P3a. This arrow was added to the schedule as a result of experience in the "dress rehearsal" of 1960 census procedures which was conducted in Hickory, N.C., in 1959. Many enumerators in that pretest forgot to ask about detailed relationship of these two categories of household members in sample households, and the arrow was intended as a reminder.

If the transcription job was done properly by the stage I enumerator on the sample FOSDIC form, the stage II enumerator's only responsibility for relationship information in the sample was to obtain a detailed specification of the relationship of the other relatives and nonrelatives in the relatively few households where they are found.

The demarcation of households in the census and the information on the relationship of each member of a household to the head of the household in the sample provided the information necessary to identify families as well as households and to classify persons by their family type and characteristics and by their relationship to the head of the family as well as to the head of the household.

A family was defined as two or more persons living in the same household who were related to each other by blood, marriage, or adoption.

A primary family was composed of the head of the household and all other persons in the household related to the head.

A subfamily consisted of a married couple with or without children, or one parent with one or more children under 18 years old, living in a household and related to, but not including, the head of the household or his wife. The most common example of a subfamily was a young married couple sharing the home of the husband's or wife's parents. Members of a subfamily were also members of a primary family, by definition; therefore, the number of subfamilies was not included in the number of families.

A secondary family was composed of persons related to each other but not related to the head of the household.

An unrelated individual was defined as a person living alone in a household, a person living in a household with

other persons none of whom were related to him, or a person living in group quarters who was not an inmate of an institution.

A primary individual was an unrelated person who was head of the household.

A secondary individual was an unrelated person who was not head of the household.

In the clerical coding operation for the sample households, coders determined a detailed relationship code and family number from the written entries on relationship and from the name of each person. The coder examined the names and relationships of all persons within each household. If a household contained only persons precoded as head, wife of head, or child of head, no coding was necessary.

Detailed relationship of other relatives and non-relatives of the head of the household, and family number, were coded in a special office code box for item P3. The code box was read by FOSDIC in conjunction with the stage I enumerator's entry for one of six categories of relationship. The following relationship codes were acceptable to the computer:

Stage 1 enumerator's entry for relationship to head of household	Code box P3		Meaning of code
	Left digit	Right digit	
Head.....	Blank	Blank	Head
Wife.....	Blank	Blank	Wife of head
Son or daughter..	Blank	Blank	Son or daughter in primary family only
Son or daughter..	0	1-4	Son or daughter in primary family, also in a subfamily
Other relative...	0	0	Son- or daughter-in-law, in primary family only
		1-4	Son- or daughter-in-law in primary family, also in a subfamily
Other relative...	1	0	Grandson or granddaughter, in primary family only
		1-4	Grandson or granddaughter in primary family, also in a subfamily
Other relative...	2	0	Father or mother, in primary family only
		1-4	Father or mother in primary family, also in a subfamily
Other relative...	3	0	Father- or mother-in-law, in primary family
		1-4	Father- or mother-in-law in primary family, also in a subfamily
Other relative...	4	0	Brother or sister, in primary family
		1-4	Brother or sister in primary family, also in a subfamily
Other relative...	5	0	Brother- or sister-in-law in primary family only
		1-4	Brother- or sister-in-law in primary family, also in a subfamily

Stage 1 enumerator's entry for relationship to head of household	Code box P3		Meaning of code
	Left digit	Right digit	
Other relative..	6	0	Other relative, in primary family only
		1-4	Other relative in primary family, also in a subfamily
Nonrelative.....	7	0	Partner or friend, secondary individual
		1-3	Partner or friend, or any relative of partner or friend, in secondary family as head, wife, or child
		4	Partner or friend, in secondary family as other relative
Nonrelative.....	8	0	Lodger, boarder, roomer, foster child, secondary individual
		1-3	Lodger, boarder, roomer, or foster child, or any relative of one of these persons, in secondary family as head, wife, or child
		4	Lodger, boarder, roomer, or foster child, in secondary family as other relative
Nonrelative.....	9	0	Resident employee, secondary individual
		1-3	Resident employee or any relative or resident employee, in secondary family as head, wife, or child
		4	Resident employee in secondary family as other relative

Coders were provided with detailed instructions for resolving inconsistencies in relationship entries for a household--such as no head of household or more than one head of household, or a difference between a written entry in P3a and the precoded entry in P3--and for blanks in relationship. Codes corresponding to head, wife of head, and son or daughter of head of household were assigned on the basis of age, name, and written relationship entry. If the circle for other relative was marked but there was no written entry to show the detailed relationship, the following scheme was used in allocating detailed relationship:

If the circle for nonrelative was marked but there was no written entry for detailed relationship, then the coder examined the entry for the person's occupation, the detailed relationship entries for other household members, and other items in an effort to determine what the detailed relationship code should be.

One person in each household, primary family, subfamily, and secondary family was designated as the head. Households, families (primary or secondary), and subfamilies with both a head and his wife living in the household were termed "husband-wife" households, families, or subfamilies. Those that had no wife of head were determined to be "female head" or "other male head" households, families, or subfamilies.

Members of a subfamily were assigned a separate family number, as were members of a secondary family.

Persons				Sex of head	Coded as
Age	Sex	Marital status	Name same as or different from that of head		
Younger than head by--					
45 years or more.....	-----	-----	-----	-----	Grandchild
18 to 44 years.....	Male	Ever married	Different	-----	Son-in-law
18 to 44 years.....	Female	Ever married	Same	-----	Daughter-in-law
Older than head by--					
18 to 44 years.....	-----	Ever married	Same	Male	Parent
18 to 44 years.....	-----	Ever married	Different	Male	Parent-in-law

The family number codes, appearing in the right digit of code box P3, were the following:

Relationship to head of household	Code box P3		Meaning
	Left digit	Right digit	
Other relative.....	0-6	1	In subfamily no. 1
	---	2	In subfamily no. 2
	---	3	In subfamily no. 3
	---	4	In subfamily no. 4
	---	0	Not in a subfamily
Nonrelative.....	7-9	1	Head, wife, or child in secondary family no. 1
	---	2	Head, wife, or child in secondary family no. 2
	---	3	Head, wife, or child in secondary family no. 3
	---	4	Other relative of head of a secondary family
	---	0	Not in a secondary family
Son/daughter.....	0	1-4	Child of head of household, in subfamily, 1-4
Son/daughter.....	Blank	Blank	Child of head of household, not in a subfamily

The coder identified family groups within a household on the basis of name and relationship codes but used as additional aids the order in which persons were listed by the enumerator. Recognition by the computer of the beginning of one family or subfamily and the end of another was dependent on the family number codes and the mark indicating a head of household in connection with housing unit identification.

In the machine edit, the members of each primary family, each subfamily within a primary family, and each secondary family were permanently identified with their families and assigned a fixed place on the computer tape. The household was identified as distinct from other households, married couples in the household were identified, the sex and age of household members were examined for consistency with the entry for relationship to household head (for example, if a 10-year old was coded as parent of the head of the household, the code was assumed to be incorrect), basic and detailed relationship codes were made consistent, the number of secondary individuals and persons in secondary families was checked for possible violation of the rule limiting number of non-

relatives in a household to four or less, and missing relationship entries were supplied.

Recodes on family characteristics of each person were prepared for the record of each person. These recodes were the following:

1. Family unit membership--whether in a primary family but not a subfamily, in a primary family and a subfamily, or in a secondary family, or whether a primary individual, a secondary individual, or an inmate
2. Relationship to head of subfamily or head of secondary family
3. Type of family--husband-wife, other male head, or female head
4. Marital status--whether married, spouse present; married, spouse absent; widowed; divorced; separated; or single

Additional recodes on the family characteristics of each person were prepared for the record of the head of each household, primary family, subfamily, and secondary family. These recodes were the following:

1. Number of persons in the household
2. Number of persons in each primary family, subfamily, or secondary family
3. Number of own children under 6 years of age
4. Number of own (single) children 6 to 17 years of age
5. Number of own (single) children under 18 years of age
6. Number of other related (single) children under 18 years of age
7. Number of family members 18 and over, other than head or wife (This number was always zero for a subfamily, by definition.)
8. Number of children, regardless of age or marital status, of female head or of wife of male head
9. Number of own children under 5 years of age

The edited tape record was equally suitable for tabulations of families or for tabulations of persons. Additional recodes were made at the time of tabulation from the assembled and edited household and family records.

Type of group quarters.--As a major classification, group quarters were divided into institutions; i.e., group quarters containing inmates (persons under care or custody), and other group quarters, not containing inmates.

More than a year before the start of the census enumeration, an effort was begun to prelist institutions by type. It was expected that this prelisting would result in considerably more accurate classification of institutions because it would relieve relatively unskilled coders of most of the complex task of determining the proper classification. A master list of about 25,000 institutions

was compiled by collating several other lists. The list of large institutions that had been established for the 1950 census was used as a beginning. Each institution on this list was checked to see if it could be found on some current published list of institutions. If it could not be found, a form letter was sent inquiring about its current operation and type. A revision in the code for type was made whenever a reply indicated that a change in type had occurred. An institution was dropped from the list if the Post Office indicated that no such place now existed.

This list was supplemented by use of current published lists of mental hospitals, prisons, tuberculosis hospitals, Veterans Administration hospitals, institutions for the blind and deaf, institutions for the mentally handicapped, lists of institutions controlled by various religious organizations, and other published sources. In addition, the Bureau used a list of children's institutions prepared especially for the purpose by the Childrens Bureau of the Department of Health, Education, and Welfare, and a list of institutions compiled by the National Office of Vital Statistics, mainly from death certificates. The latter list provided the chief source for listing homes for the aged. Another listing from the Public Health Service provided information concerning the presence of nursing care in those homes for the aged contained on the National Office of Vital Statistics list. The Census Bureau also wrote letters to the department of correction in each State requesting lists of local jails and workhouses. Complete lists of jails and workhouses were thus obtained for about one-half of the States.

After collating these lists, it was necessary to obtain the correct street address for each institution. Twelve thousand letters were mailed to institutions for which the street address was not recorded on the available lists. Addresses were also obtained by a systematic search of local telephone directories.

The final list was set up in two parts. About 1,500 of the larger institutions (generally those with 300 or more inmates) were established as special enumeration districts and were listed by type according to State, county, prefix area, and enumeration district. The smaller institutions were listed in a card file arranged by State and county. These cards contained information concerning the name, alternate names by which the institution was known, street address (or exact location if in a rural area), capacity, and the code for type of institution.

During the clerical coding operation after the enumeration, the list of special institutional enumeration districts and the card file of information on smaller institutions were used by the coders in conjunction with information contained in the listing book concerning name, type, and address of the group quarters as reported by the enumerator. For institutions which were special enumeration districts, the job of the coder was merely to transcribe from the list of large institutions the code for type found for the enumeration district. For smaller institutions, the first job of the coder was to try to find a card for the institution. If there was a card, he transferred the code from the card to the FOSDIC schedule. For institutions for which no card was found, and for other types of group quarters, the coder was instructed to code the institution from the name and type of group quarters entered in the listing book by the enumerator. If the name and type as listed by the enumerator did not give conclusive evidence as to the proper code, the coders follow rules by which the code for certain small group quarters was determined from the relationship, age, and occupation entries. If the proper code could not be determined by following these rules, or if the group quarters were large, the problem was referred to the professional staff, who were usually able to find the correct type by consulting sources published after the

master list of institutions had been compiled or by telephoning or writing.

When the type of group quarters had been determined, the correct code was placed on the sample FOSDIC schedule in the P3 code box of the first population section following the housing section which identified the place as group quarters. To distinguish the code for type of group quarters from the codes for detailed relationship and family number, which were entered in the P3 code box for persons in households, the second digit of the codes for type of group quarters was always 5 to 9, while the second digit in the relationship and family number codes was always 0 to 4.

The following detailed codes were used for persons in the different types of group quarters:

INMATES AND STAFF MEMBERS OF INSTITUTIONS

	<u>Code</u>
Institutions for juveniles and the physically handicapped	
Public schools for juvenile delinquents, male inmates.....	05
Public schools for juvenile delinquents, female inmates.....	06
Private schools for juvenile delinquents, male inmates.....	07
Private schools for juvenile delinquents, female inmates.....	08
Detention homes primarily for juvenile delinquents.....	09
Public homes for neglected and dependent children.....	15
Private homes for neglected and dependent children.....	16
Residential treatment centers.....	17
Homes for unwed mothers.....	18
Public homes, schools, and hospitals for the crippled.....	19
Private homes, schools, and hospitals for the crippled.....	25
Public homes and schools for the blind.....	26
Private homes and schools for the blind.....	27
Public homes and schools for the deaf.....	28
Private homes and schools for the deaf.....	29
Reception and diagnostic centers.....	59
Correctional institutions	
Federal prisons, male inmates.....	35
Federal prisons, female inmates.....	36
State prisons, male inmates.....	37
State prisons, female inmates.....	38
Jails and workhouses.....	39
Institutions for the mentally handicapped and tuberculosis hospitals	
Public homes and schools for the mentally handicapped.....	45
Private homes and schools for the mentally handicapped.....	46
Federal tuberculosis hospitals.....	47
State and local tuberculosis hospitals.....	48
Private tuberculosis hospitals.....	49
Mental hospitals	
Federal mental hospitals.....	55
State and local mental hospitals.....	56
Private mental hospitals.....	57

	<u>Code</u>
Homes for the aged and chronically ill	
Hospitals for the chronically ill	65
Federal and State homes for the aged known to have nursing care	66
Other Federal and State homes for the aged	67
County and city homes for the aged known to have nursing care	68
Other county and city homes for the aged and dependent	69
Private nonprofit homes for the aged known to have nursing care	75
Other private nonprofit homes for the aged	76
Private proprietary homes for the aged known to have nursing care	77
Other private proprietary homes for the aged....	78

PERSONS IN GROUP QUARTERS
OTHER THAN INSTITUTIONS

Rooming houses, boarding houses, and tourist homes	85
Hotels, motels, resident clubs, and Y's	86
Missions, flophouses, Salvation Army shelters, etc.	87
General hospitals (including nurses' dormitories) .	88
Military installations	89
Religious group quarters, not elsewhere classified	95
Students' dormitories (including sorority and fraternity houses)	96
Vessels	97
Workers' dormitories (including migratory workers' camps, bunkhouses, logging camps, labor camps, etc.)	98

Since it was possible that in a small number of cases the coder would not mark the code in the proper place or that the code entered could not be read by FOSDIC, a system of computer allocation of type of group quarters was also devised. It was a very simple system by which an appropriate type of institution or group quarters was assigned on the basis of the sex or age of the first person enumerated in the place.

During the review of stage II computer output, enumeration districts having 15 or more persons for whom type of group quarters was assigned by the computer were investigated. If it was determined that the computer assignment of type of group quarters was incorrect, the necessary steps were taken to insert the correct type in the sample tape.

An additional feature of the computer edit was the assignment of type 85 (roominghouses, boarding houses, and tourist homes) to any household which was changed to group quarters because of the presence of five or more nonrelatives. This assignment was not, however, considered as an allocation in the diary review or in the evaluation tables.

P4. SEX

This item is used in most cross classifications of population characteristics.

The data on sex were obtained from answers to the following question on the Advance Census Report. If the item on sex was not filled on the Advance Census Report, the enumerator was instructed ordinarily to determine the sex from the name or relationship entry as he transcribed the entries to the 100-percent FOSDIC schedule from the Advance Census Report or in a direct interview. Because some given names are common to both sexes, he was cautioned to ask questions if he had any doubt.

Entries for all items included on the 100-percent schedule were transcribed by the enumerator onto the sample schedule. If the coder noticed a blank or inconsistency for the item in the course of coding detailed relationship and family number on the sample schedule,

Male
or
Female
(M or F)

(P4)

he made the appropriate entry. The coder was not to inspect this item unless required for relationship and family coding.

Since this item was included on the 100-percent schedules, which were processed entirely by machine, all blanks, duplicates, or inconsistent entries for the item were edited or allocated in the computer.

In the machine editing of both the 100-percent and the sample data, when item P4 was blank, the computer assigned male for the head of the household if there was a wife of head present in the household. However, if no spouse was present and there was a blank for sex of head of household, the computer assigned sex in a ratio of 11 males to 25 females (the sex ratio of heads of households with no spouse present observed in the Current Population Survey and previous censuses). A wife was coded as female if there was a blank for sex. When sex was blank for other relatives or nonrelatives, a ratio of 1 male to 1 female was used to make the assignments.

P5. RACE AND COLOR

The concept of race, as used by the Bureau of the Census, is derived from that which is commonly accepted by the general public. It does not reflect clear-cut definitions of biological stock, and several of the categories used obviously refer to national origin.

The term "color" refers to the division of the population into two groups, white and nonwhite. The group designated as nonwhite consists of Negroes, Indians, Japanese, Chinese, Filipinos, Aleuts, Eskimos, Hawaiians, part-Hawaiians, Asian Indians, Koreans, Malaysians, and other racial or ethnic groups of non-European or non-Near Eastern origin.

Enumerators marked Puerto Ricans, Mexicans, and other persons of Latin American descent as white unless they were definitely of Negro, Indian, or other nonwhite race. Enumerators also classified such responses as Italian, Portuguese, Polish, Syrian, Lebanese, and other European and Near Eastern nationalities as white on the FOSDIC schedule. Negroes and persons of mixed white and Negro parentage were marked Negro. A person of mixed Indian and Negro blood was classified as Negro unless the enumerator knew that the Indian blood very definitely predominated and that the person was regarded in the community as an Indian. The enumerator marked

"American Indian" for fullblooded Indians, and also for persons of mixed white and Indian blood if he could determine that they were enrolled on an Indian tribal or agency roll or if he knew that they were regarded as Indians in the community where they lived. In general, therefore, the enumerator reported the race of the nonwhite parent for a person with both white and nonwhite parents. Mixture of nonwhite races were classified according to the race of the father with the special exceptions noted above.

In 1950 an attempt was made to classify as separate groups some tri-racial mixtures of white, Negro, and Indian ancestry living in certain compact communities in the eastern United States. These communities are of long standing and are locally recognized by special names such as Siouian or Croatan, Moor, and Tunica. In censuses prior to 1950, there had been considerable variation in the classification of inhabitants of such communities by race, but in 1950 an attempt was made to identify these groups separately and include them in the nonwhite total under the category "other races." As compared with 1940, the major statistical result of the new procedure was an apparent decrease in the number of Indians for several of the southern States, particularly North Carolina. Because of problems encountered in 1950 in identifying these groups and the unlikelihood that they would be distinguished in self-enumeration, the practice was dropped in 1960.

The item as it appeared on the Advance Census Report and on the 100-percent FOSDIC schedule used everywhere in the country except Alaska and Hawaii is reproduced here.

Is this person—

White
 Negro
 American Indian
 Japanese
 Chinese
 Filipino
 Hawaiian
 Part Hawaiian
 Aleut
 Eskimo
 (etc.)?

(P5)

P5. Color or race

White Negro American Indian
 Japanese Chinese Filipino Other —Specify other—

The FOSDIC schedule for Alaska had two additional categories, Aleut and Eskimo. Similarly, the FOSDIC schedule for Hawaii had provision for reporting the additional categories of Hawaiian and part-Hawaiian.

When information on race was not available on the Advance Census Report, the enumerator was instructed to determine the race of the respondent by observation, and to assume that the race of related persons living in the same housing unit was the same as that of the respondent unless he learned otherwise. If in doubt, he was instructed to ask about the race of unrelated persons such as employees, hired hands, lodgers, etc.

There was no clerical editing or coding of the 100-percent schedules. However, schedules for enumeration districts in which the number of other race entries exceeded certain tolerances were visually inspected.

As in the case of the other items on the 100-percent schedules, the responses were transcribed from stage I FOSDIC schedules to sample schedules for sample households.

In processing the sample schedules, coders were instructed to pay particular attention to written entries in the "other" race category. Such nationality entries as Puerto Rican, Mexican, Italian, Portuguese, and other European and Middle Eastern nationalities were classified as white. If the other circle was marked but there was no written entry, the coder determined whether another related member of the household had an acceptable other entry, and made the same entry for this. If no related member was marked other, then the coder marked the person as being of the same race as other related members. If all related members were classified as other with no written entry, the coder left the entries as marked. If the person with the other entry and no written entry was unrelated to other members of the household, the coder left the other entry as marked.

The machine editing and allocation for race and color were the same for the 100-percent and the sample data: The computer accepted any color or race entry for any person. If the item was blank, color or race was assigned from the first color and race entry in the household. If there was no such entry, it was assigned from the first color and race entry for the immediately preceding household.

The use of self-enumeration in the 1960 census may have affected the accuracy of the data on race as compared with earlier censuses. Whereas formerly the classification was obtained in most cases by the enumerator's observation, in 1960 it was possible for members of the household to classify themselves in the Advance Census Report. In all regions except the West there was a substantial increase in the proportion of persons classified in the other race category. Although the self-enumeration procedure introduced a new element in the classification of race by permitting people to classify themselves, it is believed that the resultant classification is fully consistent with the concept of race as described above.

P6. DATE OF BIRTH

For the first time since 1900, the Bureau of the Census obtained data on the age of the population by asking for date of birth. The respondent was requested to give the month and year of birth; for simplicity in processing, however, only the quarter of the year was used in determining age. This was feasible because the census date falls at the end of the first quarter of the year; the age classification was based on the age of persons in completed years as of April 1, 1960.

In the 1950 census, the respondent was requested to give his age in completed years at last birthday. Analysis of age distributions obtained from this and previous census inquiries on age revealed certain characteristic biases in age reporting. The most important of these is referred to as "age heaping" or "digit preference." Although these biases tended to decline in severity in successive censuses, it was believed that substantial reduction might be achieved by asking for date of birth instead of years. This proposition was tested by using alternative question wordings in terms of age or date of birth in a number of census pretests and other surveys. In general, the results obtained from these inquiries supported the view that significant declines in the biases in reported ages could be obtained by asking respondents for dates of birth instead of ages in completed years, especially if the inquiry was conducted by means of self-enumeration on the Advance Census Report, permitting the respondent to consult family members and records before answering the question. It was concluded, therefore, that asking the question in terms of date of birth would effect a net improvement in the quality of the data obtained, despite the fact that date of birth was itself occasionally reported in round numbers and that the rate of nonresponse was considerably higher than with the question on age in completed years. This view was supported by the experience of a number of European countries where a census question on date of birth had displaced or supplemented the question on age.

The item on age as it appeared on the Advance Census Report and on the 100-percent FOSDIC schedule are reproduced here.

When was this person born ?

(P6)

Month	Year

P6. What is the month and year of his birth? (If only age is known, use age conversion table to obtain date of birth)

Mark 3 circles—1 for month, 1 for decade, and 1 for specific year

Month of birth				Decade of birth												Specific year of birth														
Jan	Apr	Jul	Oct	18—				19—								—0 1 2 3 4 —5 6 7 8 9—														
Feb	May	Aug	Nov	'50	'60	'70	'80	'90	'00	'10	'20	'30	'40	'50	'60	0	1	2	3	4	5	6	7	8	9					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																

The enumerator marked three circles on the 100-percent schedule, one for month of birth, one for decade, and one for specified year within the decade.

If the respondent did not know the date of birth of a member of the household, the enumerator obtained the present age or an estimate of the present age. An age conversion table was provided to aid the enumerator in translating a reported age into a date of birth. When neither the date of birth nor the age of the respondent could be obtained, the item was left blank. Ages were later assigned in the computer to all persons whose date of birth was not reported (see below).

In each census since 1940, the Bureau of the Census has estimated the age of a person when it was not reported or when, as in 1960, it was not possible for the tabulating equipment to read an entry. Prior to 1960, the assignment of ages to persons whose ages were unreported was carried out by a clerical staff utilizing a number of age distributions obtained for different categories of the population from previous censuses or surveys. In 1960, the use of the electronic computer

improved upon this procedure by making feasible the use of age distributions implicit in the 1960 data being tabulated. Furthermore, the superior flexibility of the computer permitted the use of a greater number of homogeneous subgroups and thus increased the probability of realistic age assignments.

The procedure for assigning ages to persons whose ages were not recorded on the 100-percent schedules can be summarized as follows:

1. The computer stored the reported ages of persons by sex, color, household relationship, and marital status, as obtained from entries for these items on the 100-percent schedules.
2. Each stored age was retained in the computer only until the reported age for a subsequent person having the same characteristics was processed through the computer, at which time the reported age of the succeeding person displaced that of the preceding person in the appropriate storage cell. This process ensured a constant rotation of stored ages, whose distribution would, in the long run, correspond to that of all persons in the specified category as reported in the 1960 census.
3. When data for a person of unknown age were processed through the computer, he was assigned the age that was currently stored in the computer, according to his sex, color, household relationship, and marital status.

The assignment of ages which were not on the sample schedules was essentially the same as that outlined above

for the 100-percent schedules, except that additional storage cells utilized the additional information which appeared for each person on the sample schedule. For example, the computer examined the entries in item P13a to determine if the person of unknown age was under or over 5 years of age; it examined the schedule for entries in items P21-25 to determine if the person in question was over 13 years of age; if the person was currently attending school, it utilized information on highest grade completed in assigning an age to that person.

The proportion of persons whose ages (i.e., date of birth) were not reported rose from 0.2 percent in both 1940 and 1950 to 1.7 percent in 1960. Dates of birth were also assigned for an additional 0.5 percent of the population omitted from the preliminary census counts because of noninterview (these were cases where a housing unit was reported to have occupants but none were enumerated) or mechanical failure in processing; characteristics of enumerated persons were substituted for these omitted persons. However, it is believed that the greater accuracy of age reporting in the 1960 census and the improved process for assigning ages to those

whose date of birth was not reported should have combined to produce age data whose biases are minimal.

The primary derived statistic shown in most age distributions in the 1960 census reports is the median age. The median is the value which divides the distribution into two equal parts, one-half of the values falling below the median and one-half exceeding the median. Because of the "heaping" of responses at certain preferred ages, some of the medians were computed on the basis of the 5-year groupings rather than single years of age. Many of the age distributions also include convenient summary figures, such as the number of persons under 18 years of age, 21 years old and over, and 65 years old and over.

Child-Woman Ratios

Ratios of children under 5 years old to women of childbearing age are measures of effective current fertility, as the data on children relate to the survivors of births in the 5-year period preceding the census date. According to official U.S. life tables for 1958, 97.5 percent of white births and 95.2 percent of nonwhite births in a 5-year period should survive to the end of the period.

Two types of fertility ratios are shown in the 1960 census reports. The first type consists of ratios of the population under 5 years of age to the female population 15 to 49 years old, computed from distributions of the population by age and sex. The second type consists of ratios of own children under 5 years of age present in the homes--including the relatively few adopted children and stepchildren as well as children born to the women--to women classified by various characteristics of the woman and her family. The first type of ratio is shown in the series PC(1)-B reports. The second type is shown in the series PC(1)-D reports.

The ratios of own children to women are smaller in magnitude than the ratios of total children under 5 years of age to women because not all children under 5 years of age live with their mothers (or with adopted mothers or stepmothers). In 1950, 98.2 percent of white children under 5 years of age and 85.6 percent of nonwhite children under 5 years of age were own children living with ever-married mothers 15 to 49 years old.

In a few tables information is presented on the proportion of women who had none, one, two, and three or more own children under 5 years of age present in the home. The frequency detail is useful for the measurement of sampling variability of the fertility ratio, which depends not only on the size of the ratio and the size of the base but also on the frequency distribution of women by number of own children. The frequency detail is also useful as a rough indicator of child-spacing, or of the proportion of women who have several children in the same 5-year period.

All but a few of the fertility ratios relate to women in age range from 15 to 49 years. Only about 0.3 percent of mothers of children under 5 years of age are younger or older than the age range from 15 to 49 years; these women are excluded from most of the fertility tabulations. The upper age limit of women for the fertility ratios is 49 years rather than the conventional 44 years used in most fertility statistics because the children represented in the ratios were born up to five years before the census; consequently, their mothers are up to 5 years older at the census date than they were when the children were born.

In the series PC(1)-D reports and in the special reports on fertility for the 1960 census, women are classified by the number of their own children under

5 years of age present in the household. The classification is based on an examination by the computer of relationship codes and family number codes for every member of the household.

In order to present fertility ratios for all women and to simplify tabulations procedures, single women in households and all women in group quarters were counted as having no children of their own under 5 years of age. The treatment of single women as childless for fertility data differs from the practice followed in family reports, where the few single women with own children were counted as heads of families or subfamilies. However, the effect of this difference on the statistics is probably negligible, except among young nonwhite women. The effect of counting women in group quarters as having no children of their own under 5 years of age is also minor. Comparable data are not available from the 1960 census, but the March 1960 Current Population Survey indicated that only about 5,000 persons under 14 years of age in the United States were members of families residing in group quarters; hence, considerably fewer than 5,000 women in group quarters had their own children under 5 years of age living with them.

As indicated above, adopted children and stepchildren of the woman were coded as their own children. In 1950, the few adopted children and stepchildren who could be identified as such were excluded. Experience with Current Population Survey data indicates that differences in this regard produce no ascertainable difference in the statistics.

The data on fertility are further biased by an undercount of young children. In studies of error in age statistics, it was found that 2.6 percent of the expected population under 5 years of age as compared with about 2 percent women 15 to 49 years old were not counted in 1960. In 1950, about 4.7 percent of the expected population under 5 years of age was not counted. These undercounts are the result of both coverage errors and misstatements of age. It has been hypothesized that the relatively smaller undercount of young children in 1960 than in previous censuses is a result of self-enumeration and the asking for date of birth rather than age. A considerable part of the undercount in 1950 and in earlier censuses may have reflected a tendency for some persons to report the age of a young child in terms of an approaching birthday instead of the last birthday. In Canada in 1941 it was found that about 8 percent of children actually under 1 year of age, according to the birth records, were reported in the census as 1 year old or over. In the United States in 1950, two procedures gave results that were compatible only if some children were reported by age at next birthday. Thus, in 1950 the number of persons counted at under 1 year of age was 11 percent less than the number expected from statistics of births and deaths, but an Infant Enumeration Study that matched birth records against census records showed that only about 3.6 percent of infants born in the first three months of 1950 were not enumerated in the census.

The ratios of own children under 5 years of age for nonwhite women are of considerably smaller magnitude than the data for total nonwhite population of this age, as noted above. It may be that among nonwhites the young child often lives with the grandparents or other relatives; according to the 1950 census data on population by relationship, 18.0 percent of nonwhite children under 5 years of age were grandchildren of the household head, as compared with 6.8 percent of white children of this age. Data on children ever born, which are not restricted to children present in the home, also show a considerable undercount for nonwhites when limited to ever-married women, as compared with vital statistics that include births to unwed mothers.

P7. MARITAL STATUS

In censuses prior to 1950, data on marital status were for persons 15 years old and over. In the 1950 and 1960 censuses, data on marital status were obtained for persons 14 years old and over largely because economic data were to be presented for persons in this age group.

The 1960 marital status categories were the same as those in 1950, except for the exclusion of all persons in group quarters from the category married, spouse present.

Married persons were persons who reported themselves as married, whether or not the person's spouse was living in the same household, unless the partners were separated, and included persons who stated that they were living in common-law marriages.

Widowed persons were persons whose spouses had died and who had not remarried.

Divorced persons had been legally divorced and were not remarried.

Separated persons were those who had parted from their spouses because they no longer wanted to live together or who had been deserted by their spouses, but who had not obtained a divorce, whether or not they were legally separated. Persons with a limited divorce were also classified as separated.

Single (never married) persons were those who had never married or whose only marriage had been annulled.

On the Advance Census Report, the question was as follows:

Is this person—
 Married
 Widowed
 Divorced
 Separated
 Single (never married)?

(Leave blank for children born after
 March 31, 1946)

(P7)

On the 100-percent FOSDIC schedule, it appeared as follows:

P7. MARITAL STATUS—
 Is he now:

Married	Widowed	Divorced	Separated	Never married
○	○	○	○	○
○	○	○	○	○
○	○	○	○	○
○	○	○	○	○

The enumerators were given the definitions of the different categories of marital status. They were instructed to mark children born after March 31, 1946 (i.e., children under 14 years old) as never married. They were also told that in direct interviews, information for this question would often be given in connection with information on name and relationship to head of the household, and were instructed not to ask a woman who had already said she was the wife of the head whether or not she was married.

The data on marital status, like the other data collected on a 100-percent basis, were precoded on the FOSDIC schedule, microfilmed, and transferred to computer tape without prior clerical editing or screening of the entries.

The following editing and allocation procedures were performed by the computer for marital status of all persons 14 years old and over:

1. A household head with a wife in the household or the wife of a household head was classified as married regardless of the schedule entry.
2. For all other persons for whom there was no entry for marital status, marital status was assigned from values stored in the computer according to a matrix of 25 cells in which the relevant variables were age, type of living quarters, basic relationship to head of household, and, for heads of households, the presence or absence of children under 18 living with them.

The computer editing and allocation procedure for marital status was the last to be performed for the 100-percent data.

The responses on marital status, like those for the other items collected on a 100-percent basis, were transcribed from the 100-percent FOSDIC schedule to the sample FOSDIC schedule by the stage I enumerator.

During the coding of the sample data, coders were instructed not to inspect the item on marital status unless required to do so for the coding of relationship to head of household and family number. However, if in the course of this coding they noticed a blank or inconsistency for marital status, they were instructed to mark the proper entry.

The computer editing and allocation procedure for marital status from the sample FOSDIC schedule was somewhat more complicated than that from the 100-percent FOSDIC schedule so that the sample marital status entry could be consistent with the entries for whether married more than once, date of first marriage, and detailed family status.

As in the editing of the 100-percent schedule, household heads with wives present and wives of household heads were treated as married regardless of their original entries. Similarly, if the head or the wife of a husband-wife subfamily or of a husband-wife secondary family was reported in a marital status category other than married, the computer changed it to married. Heads of a parent-child subfamily or of a parent-child secondary family with a blank in marital status were edited as separated. If the marital status of a child-in-law, parent, or parent-in-law was reported as never married, this was changed to a blank (and then a code was assigned from the matrix described below).

After these edits were performed, all remaining persons with blanks in marital status were assigned a marital status from values stored in a 64-cell matrix in which the variables were type of living quarters, relationship to head of household, presence of children

(for household heads only), sex, evidence that the person had ever married (defined as an entry in either of the questions on whether married more than once or date of first marriage, or a relationship entry of child-in-law, parent, or parent-in-law), and age (only for those persons with evidence of ever having married).

For the sample data, the editing and allocation for marital status followed the editing and allocation for type of living quarters, relationship, and sex, and preceded those for color, age, and all items collected on a sample basis only.

P8. PLACE OF BIRTH

Data on nativity and place of birth were derived from answers to a question on the Household Questionnaire, for a 25-percent sample of the population.

<p>P8. Where was this person born? (If born in hospital, give residence of mother, not location of hospital)</p> <p>If born in the United States, write name of State. If born outside the United States, write name of country, U.S. possession, etc. Use international boundaries as now recognized by the U.S. Distinguish Northern Ireland from Ireland (Eire).</p> <p>..... (State, foreign country, U.S. possession, etc.)</p>

On the sample FOSDIC schedule, a circle was provided to be filled by the enumerator if the entry was *This State*. All other entries were to be written out.

<p>P8. What State or foreign country was he born in? Mark circle or write name of State, country, U.S. possession, etc. Distinguish Northern Ireland from Ireland (Eire).</p> <p>This State <input type="radio"/> OR</p> <p>(Different State, foreign country, U.S. possession, etc.)</p>
--

Prior to the 1960 census, a question on citizenship was included in the population censuses. In 1960, only residents of New York State and of Puerto Rico were asked a question on citizenship, under special arrangements with the State and the Commonwealth. It was felt that general census information on citizenship had become of less importance compared with other possible questions to be included in the census, particularly in view of the recent statutory requirement for annual alien registration which could provide the Immigration and Naturalization Service, the principal user of such data, with the information it needed.

Information on place of birth is used to classify the population of the United States into two major categories, native and foreign born. The category native comprises persons born in the United States, in the Commonwealth of Puerto Rico, or in an outlying area of sovereignty or jurisdiction of the United States. Also included in this category is a small number of persons who, although born in a foreign country or at sea, have at least one native American parent. Persons whose place of birth was not reported were assumed to be native unless responses to other items indicated otherwise, e.g., an entry of a language spoken prior to coming to the United States. The foreign born category includes all persons not classified as native according to any of the qualifications listed above.

In every census since 1850, the total and the white populations of the United States have been classified as either native or foreign born. Beginning with the 1900 census, the Negro population and the population of other races were similarly classified.

Native

Data on the State of birth of the native population have been collected at each census beginning with that of 1850. In the censuses of 1850 and 1860, data on State of birth were presented for whites and for free Negroes only. In reports for some of the more recent censuses, information on State of birth has been shown for the native population of the urban, rural-nonfarm, and rural-farm parts of States, and for individual cities above a specified minimum size. The native population typically is further classified into the following four groups: (1) persons born in the State in which they were residing at the time of the census, (2) persons born in a different State, (3) persons born in an outlying area of the United States, and persons born abroad or at sea of American parents, and (4) persons whose State of birth was not reported.

As in 1950, the enumerators in 1960 reported place of birth in terms of the mother's usual State of residence at the time of birth rather than in terms of the place where the birth occurred. In 1960 a specific instruction appeared on the Household Questionnaire that if birth was in a hospital (the most frequent case in which birth was outside the mother's State of residence) the residence of the mother was to be given, not the location of the hospital. Enumerators marked the circle for "This State" if the person was born in the State being enumerated. For persons born in a different State, they wrote out the full name of the State. For persons born in Washington, D.C., the enumerators wrote out District of Columbia. Persons born in Puerto Rico or in an outlying area of the United States were to have the full name of the area entered, e.g., Puerto Rico, Canal Zone, American Samoa, etc.

The statistics on State of birth are of value mainly for the information they provide on the historic movements of the native population from one State to another within the United States from the time of birth to the date of the census. The census figures on State of birth only show the migration of persons who have moved from one State to another and who are, on the date of the census, living in States other than those in which they were born. The statistics, therefore, afford no indication of the amount of migration within a given State from rural to urban communities or from one locality to another, nor do they show intermediate moves between the time of a person's birth and the time of the census.

Foreign Born

Foreign-born persons were expected to report their country of birth according to international boundaries as recognized by the U.S. government at the time of census, specifically, April 1, 1960. In editing and coding the data on country of birth of the foreign-born, the list of countries used was composed of those officially recognized by the United States at the time of the census. However, many foreign-born persons are likely to report their country of birth in terms of boundaries that existed at the time of their birth or emigration or in accordance with their own national preference.

If the respondent did not know the country of birth, the name of the province, city, town, or village might have been entered. Enumerators were cautioned about special cases for place of birth. *Northern Ireland* was the proper entry for persons born in the counties of Londonderry, Antrim, Down, Armagh, Tyrone, and Fermanagh. *Ireland (Eire)* was the proper entry for persons born in any of the other counties in *Ireland, England, Scotland, or Wales* were the correct entries for persons born in Great Britain. For persons born in the West Indies or the Caribbean, the country or island was to be specified, e.g., Jamaica, Martinique, Trinidad, etc.

Coding

Clerical coding for item P8, Place of birth, proceeded as follows: If the circle for *This State* in item P8 was marked, no further coding was required unless there was also a written entry which then took precedence. If any other State was entered, the coder marked the circle for *U.S.* in the upper section of the office code box for item P8 and the appropriate 2-digit code for the particular State in the lower section of the same code box. If the written entry was an outlying area of the United States, the coder marked the T circle in the upper section of the P8 office code box and the appropriate 2-digit code for the specified area in the lower section. If the written entry was a foreign country, *foreign-born* (but country not specified), or *at sea*, the coder marked the F in the upper section of the code box and the appropriate 2-digit code for the foreign country, if specified, in the lower section. All written entries for foreign countries were coded from a Code List for foreign countries except an entry of Austria-Hungary. For this exception, the coder determined the appropriate country code from the language entry in item P9, mother tongue, from a special code list provided for this purpose. For entries of towns and provinces, the coder was provided with a special listing of such places with the appropriate codes. If item P8 on place of birth was blank but P9 on mother tongue contained the name of a State, Territory, or foreign country, the P9 entry was entered for item P8, provided the entry was acceptable with the entries for items P10 and P11 for birthplace of parents.

In the machine edit for item P8, the computer first determined if *This State* was marked in item P8. If it was, the computer then examined the lower deck of the office code box for P8 to determine whether the code was consistent with a *This State* entry. If it was, or if there was no entry or a "wild" entry in the lower deck of the office code box, the person was counted as native, born in this State. If the lower deck entry was inconsistent with the *This State* entry, the computer examined the upper deck entry. If the upper and lower deck entries were consistent with each other, the *This State* entry was disregarded and the person was counted as indicated by the code. If the upper and lower deck entries were inconsistent (for example, *U.S.* marked in the upper deck and a foreign country code appearing in the lower deck), the upper deck code took precedence, the person being counted as native, State of birth not specified, or foreign-born, country of birth not specified.

If *This State* was not marked in item P8, the machine examined the upper deck entry then the lower for consistency. If they were consistent with each other, the code entry was acceptable. Thus, if the upper deck was marked *U.S.* and the lower was *This State*, the absence of the *This State* entry in item P8 was ignored. If the upper and lower deck entries were inconsistent, the lower took precedence and the upper deck was adjusted to make it consistent with the lower deck entry. When the upper deck was blank, it was counted as *U.S.*, unless the entry in the lower deck was for an outlying area of the United States or for a foreign country, or the person had an entry in the code box for item P9, mother tongue of the foreign-born. Complete blanks were classified as born in the U.S., State not specified.

P9. MOTHER TONGUE OF THE FOREIGN-BORN

This item was designed to obtain information on the ethnic or linguistic origin of the foreign-born. Mother tongue was defined as the principal language spoken in the person's home before he came to the United States.

The item on mother tongue was not included in the 1950 census. It was decided to include it in the 1960

census because of several advantages to users of census data, the principal ones being that (a) the item was not affected by changes in international boundaries as countries of origin were, and (b) it provided a means of identifying several distinct groups of people not separable by country of birth, e.g., it could be used to identify Czech, Slovak, Slovenian, Croatian, Ukrainian, Armenian, and Polish groups.

Information on this item was obtained for the foreign-born in the 25-percent sample.

P9. If this person was born outside the U.S.—
What language was spoken in his home before he came to the United States?

Essentially the same format and wording of the question appeared on the sample FOSDIC schedule except for an abridged instruction to the enumerator.

The question on language was asked only for persons born outside the United States. If more than one language was spoken by the person, the enumerator entered the principal language spoken before coming to the United States.

Since the entries for this item were written, it was necessary to code them prior to mechanical processing. The coder examined the entries in office code box P8, for place of birth, on the sample FOSDIC schedules. He coded any language entries in item P9 only if F, (foreign-born) was marked in the upper section of code box P8 or if P8 was blank. If there was a single entry in item P9, he entered a 2-digit code for this language found on his code card or, if not there, in a more detailed listing of mother tongues. When more than one language was entered, the coder determined which of the languages was to be coded. Where possible, he used information entered on country of birth, together with a list of mother tongues by country of birth. If one of the languages entered was English, the coder used the code for another of the languages entered. If none of the multiple entries in item P9 was on the list of major languages for the country of birth given, the code for the first language listed was entered.

A mechanical edit was provided for the disposition of wild codes and blanks. For each entry of F in the upper deck of code box P8, the computer examined the entry in code box P9. All "wild" codes and blanks were counted as code 88, mother tongue not reported. No assignments were made to replace nonresponses in mother tongue.

P10, P11. BIRTHPLACE OF PARENTS

Data on parentage of the population were obtained from responses to questions on the Household Questionnaire for a 25-percent sample of the population.

P10. What country was his father born in?

United States OR
(Name of foreign country; or Puerto Rico, Guam, etc.)

P11. What country was his mother born in?

United States OR
(Name of foreign country; or Puerto Rico, Guam, etc.)

Information on birthplace of parents was used to classify the native population of the United States into two categories: (1) native of native parents, and (2) native

of foreign or mixed parentage. The category native of native parents comprised those native persons both of whose parents are also native of the United States. The category native of foreign or mixed parentage comprised native persons, one or both of whose parents are foreign born. Natives of foreign parentage whose parents were born in different countries were classified according to the country of birth of the father. The rules for determining the nativity and country of birth of parents of persons enumerated were substantially the same as those used for the persons enumerated. Where information on a parent's birthplace was missing, the editing procedure made use of other related information on the census schedule in order to determine an acceptable entry where possible.

The foreign-born population was combined with the native population of foreign or mixed parentage to form a single category termed foreign stock. This category thus comprised all first and second generation Americans. Third and subsequent generations in the United States were included in the group native of native parents.

Persons of foreign stock were classified in the published reports according to their country of origin. Corresponding data were shown for the foreign white stock in the 1950 and 1940 censuses.

When the U.S. circle was marked for place of birth of both father and mother (items P10 and P11), with no written entry, no further coding was required. If the U.S. circle was marked but there was a written entry of a foreign country or place, the coder deleted the mark in the U.S. circle and coded the written entry. If there was a written entry of a U.S. State for both father and mother, the coder marked the U.S. circle only.

In the code box for items P10 and P11, there were 2 columns divided into an upper section of 3 circles each and a lower section of 10 circles each. The nativity of the father was marked in the first column of the upper section and that of the mother in the second column. The code for the birthplace of father or mother was marked in the lower section. Since the birthplace of only one of the parents could be coded, the country to be coded was selected on the basis of the following order of precedence: An entry for a foreign country took precedence over one for a U.S. territory or possession, and an entry for a U.S. territory or possession took precedence over an entry of U.S. In cases where the parents were born in different U.S. territories or in different foreign countries, the father's country of birth was coded. In general, this procedure provided information on the nativity of each parent (whether born in the United States, in a U.S. territory or possession, or in a foreign country) together with the country of birth of one of the parents.

In earlier censuses, a special problem was created by the relatively large number of persons who reported Austria-Hungary as their parents' country of birth. In 1960, if Austria-Hungary was reported as the place of birth of both parents, the coders classified the entries according to the country entered in item P8, place of birth of the person enumerated, provided the country so entered was one of the six countries formerly comprising the Austro-Hungarian empire. If item P8 contained a different entry or was blank, a determination was made on the basis of the probable nationality of the surname on the schedule. Lists of common surnames in each of the several countries comprising the former Austro-Hungarian empire were utilized for this purpose. If the birthplace of one parent was given as Austria-Hungary but the birthplace of the other parent was one of the six countries formerly comprising the Austro-Hungarian empire, the latter entry was used in coding birthplace of both parents.

In the mechanical edit for items P10 and P11, the computer first examined the lower deck of the code box and determined whether the code entry there was a foreign country code, a territory or possession code, or a U.S. code. The machine then examined the upper deck for consistency with these entries. Generally speaking, whenever the upper and lower deck codes were inconsistent, priority was given first to a foreign country entry, then to a territory or possession entry, and finally to a U.S. entry in either deck. For example, if there was a U.S. code in the lower deck and an "F" in the upper deck, the machine counted the lower deck as foreign country not specified, but if there was a foreign country code in the lower deck and a U.S. in the upper deck, the machine treated the upper deck as an "F" entry. If the lower deck was blank, the item was treated as foreign country not specified; territory not specified; or U.S., State not specified; depending on the entry in the upper deck.

P12. YEAR MOVED INTO PRESENT RESIDENCE

Data on year moved into present residence was obtained from a question on the Household Questionnaire for the population in the 25-percent sample. This item, in addition to obtaining information on length of residence, was used as a filter question for item P13, residence in 1955.

P12. When did this person move into this house (or apartment)?
(Check date of last move)

In 1959 or 1960	<input type="checkbox"/>	Jan. 1954 to March 1955	<input type="checkbox"/>
In 1958	<input type="checkbox"/>	1950 to 1953	<input type="checkbox"/>
In 1957	<input type="checkbox"/>	1940 to 1949	<input type="checkbox"/>
April 1955 to Dec. 1956	<input type="checkbox"/>	1939 or earlier	<input type="checkbox"/>
		Always lived here	<input type="checkbox"/>

There was an instruction on the sample FOSDIC schedule for the enumerators to ask item P13, residence in 1955, if the response to P12 was April 1955 or later. If the date given in response to P12 was earlier than April 1955, it was not necessary to ask item P13.

P12. In what year did he move into this house (or apartment)? Mark date of last move

1959-60	<input type="checkbox"/>	Jan. 1954 to March 1955	<input type="checkbox"/>
1958	<input type="checkbox"/>	1950-53	<input type="checkbox"/>
1957	<input type="checkbox"/>	1940-49	<input type="checkbox"/>
April 1955 to Dec. 1956	<input type="checkbox"/>	1939 or earlier	<input type="checkbox"/>
		Always lived here	<input type="checkbox"/>

Ask P13
 Skip to P14

Respondents were asked to answer in terms of the most recent move they had made. The intent was to obtain the year when the person established his usual residence in the housing unit. Thus, a person who had moved back into the same house or apartment in which he had previously lived was asked to give the date at which he began the present occupancy. If a person had moved from one apartment to another in the same building, he was expected to give the year when he moved into the present apartment. The category of persons who "always lived here" consists of those who reported that their residence on April 1, 1960, was the same as their residence at birth and who had never had any other place of residence.

There was no manual office coding of this item. The computer edit was for consistency with item P13, residence in 1955, and also for consistency with the housing census item H20 on year the structure was built. Non-responses were allocated among the various time periods

on the basis of age and sex of the head of the household and other information.

P13. RESIDENCE IN 1955

Residence on April 1, 1955, was the place of residence 5 years prior to the census date. The item was used in conjunction with data on residence in 1960 to obtain information on the extent of the mobility of the population with regard to county, State, and national boundaries.

Similar questions on mobility were asked in the 1950 and 1940 censuses. The questions in the 1950 census, however, applied to residence 1 year earlier rather than 5 years earlier. Although the questions in the 1940 census covered a 5-year period, comparability with that census is reduced somewhat because of different definitions and categories. In 1940 the population was classified in terms of four categories: migrants, nonmigrants, immigrants, and migration status not reported. The first group, migrants, included those persons who in 1935 lived in a county or quasi-county different from the one in which they were living in 1940. A quasi-county was defined as a city which had a population of 100,000 or more in 1930 or the balance of the county within which such a city was located. The second group, nonmigrants, comprised those persons living in a different house in the same county or quasi-county. The group classified in 1940 as immigrant is comparable to the group classified in 1960 as living abroad in 1955. The 1940 category migration status not reported included persons for whom information was not reported in addition to those for whom the information supplied was not sufficient.

There are advantages and disadvantages to using either the 5-year or the 1-year period for migration statistics. The shorter the migration period, the more accurately the characteristics of migrants are reflected, so if interest attaches primarily to the characteristics of migrants and to the selectivity of migration, a 1-year period is preferable. On the other hand, when migration statistics are collected on a sample basis, the relatively small number of migrants on a 1-year basis results in cell frequencies which are too small for adequate analysis in terms of local areas--for example, state economic areas. In an appreciable number of these areas, net migration figures tend to be less than the number of persons for whom migration status is not reported, and analysis is therefore difficult if not impossible. If interest attaches primarily to streams of migration, data for a longer period of time are more stable and "representative." For example, the 1949-50 data show a net migration from California to Oklahoma, which seems on a priori grounds to be unrepresentative of population movement during the decade 1940-50. Although there has been no intensive study of the comparative accuracy of reporting of the two time periods, fragmentary evidence suggests that there is no appreciable difference in accuracy. Taking into account these various considerations and also the fact that the majority of the Federal agencies that expressed an opinion on the time-period issue favored the 5-year period, the Bureau decided to use the 5-year interval for the 1960 census.

In the 1940 census, not only was information obtained on migration between counties but also an attempt was made to obtain data on migration in and out of cities of 100,000 or more inhabitants. There appeared to be a definite bias in the direction of reporting a city of 100,000 as a place of residence in 1935 by persons who had lived in the general vicinity of such a city but not within its limits. The number of out-migrants from these cities was considerably overstated at the expense of rural areas. In view of this, no further attempt was made to recognize cities as an area unit for migration statistics in either the Current Population Survey or the 1950 census.

In the 1950's, however, increasing interest in the growth patterns of metropolitan areas and in the process of suburbanization directed attention to the movement of persons between large cities and their suburbs. The Bureau, therefore, tested the feasibility of a question on whether residence was inside or outside the city limits in pretests in Dallas, Tex., Lynchburg, Va., and Memphis, Tenn. Observers found that the respondents answered the question without hesitation, and the test results showed that there was no problem of non-response. To test the respondent's ability to accurately locate previous residence as inside or outside city limits, a reinterview survey was conducted in Dallas, Tex., in August 1958. On checking respondents' answers to the question, by determining addresses of previous residences and checking them against city maps, it was found that respondents tended to overstate previous residence as Dallas city and to understate previous residence as outside Dallas city. The net error was 2.9 percent understatement. The largest source of error was reports of respondents who currently resided in Dallas city who erroneously reported Dallas city as their place of previous residence; almost all of those currently outside Dallas city correctly reported their previous address. It would seem, therefore, that the stream of migrants from central city to suburbs probably was measured fairly accurately by the question.

In the 1960 census, the migration data were derived from answers to a series of questions on the Household Questionnaire for persons in sample households and for sample reasons in group quarters who had moved into their present residence in April 1955 or later.

P13a. In what city (or town) did he live on April 1, 1955?	
Born April 1955 or later	Skip to next person
This house	Skip to P14
Not in a city	Skip to P13c
This city	
Different city	→ Specify
P13b. If city or town--Did he live inside the city limits? { Yes <input type="radio"/> No <input type="radio"/>	
P13c. In what county (and State) did he live?	
This county	<input type="radio"/>
Different county	→ Specify { County
	State
	(or foreign country, etc.)

The usual place of residence of each person in the household was to be reported as of April 1, 1955, and not the temporary residence of anyone away from home then. However, enumerators were to report the college or military post as the residence for persons living there then.

Special instructions were given enumerators for the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Since the entire area of these States is divided into cities or towns, the enumerator was never to mark not in a city for item 13a, but was either to mark this city or specify a different city or town. They were also instructed always to mark yes for item P13b (Did he live inside the city limits?) for these States.

Finally, they were instructed that Louisiana parishes, New York City boroughs, Alaska election districts, and the "independent cities" (which are not in any county) in Virginia, Maryland, and Missouri, were to be treated as counties in their entries in item P13c.

The category same house as 1960 included persons 5 years old and over who were reported as living in the same house on the date of enumeration in 1960 and 5

years prior to the enumeration. Included in the group were people who had never moved during the 5 years as well as those who had moved but by 1960 had returned to their 1955 residence.

The category different house in the U.S. included persons who lived in the United States on April 1, 1955, in a different house from the one they occupied on April 1, 1960. These people were subdivided into three groups according to their 1955 residence: different house, same county, different county; same State; and different State. The category abroad included those whose residence in 1955 was in a foreign country or an outlying area of the United States. (In the coding of this item, persons who lived in Alaska or Hawaii in 1955 but in other States in 1960 were classified as living in a different State in 1955.) Persons 5 years old and over who had indicated they had moved into their present residence after April 1, 1955, but for whom sufficiently complete and consistent information regarding residence on April 1, 1955, was not collected, were included in the group who had moved, place of prior residence not reported.

The number of persons who were living in different houses in 1960 and 1955 is somewhat less than the total number of moves during the 5 years. Some persons in the same house at the two dates had moved during the 5-year period but by the time of enumeration had returned to their 1955 residence. Other persons made two or more moves. Persons reported in a different house in the same county may actually have moved out of the county and then moved back in during the 5 years.

The enumerator was instructed to locate the 1955 residence in terms of city limits which existed in 1955. As a

consequence, in SMSA's in which there were large-scale annexations to the central cities between 1955 and 1960, a considerable number of people who moved within the outer ring of the SMSA in terms of 1955 city limits were classified as movers from the ring to the central city.

There was also some tendency for enumerators to mark the this city circle if the 1955 place of residence was in a nearby large city, with the result that the 1955 place of residence was recorded as being the same as the 1960 residence and outside the large city.

The written entries of cities, counties, States, or foreign countries in item P13a and P13c required manual coding. The coder first examined P13a to see if there was a written entry for a city, and, if there was, determined if the city was listed on the City and County Code List for the migration item. If it was and P13b ("Did he live inside the city limits?") was marked yes or was blank (in which case the coder was to mark yes), the coder entered a State and city code for P13c. If P13b was marked no, he entered the appropriate State and county code rather than the State and city code. State and city codes were provided for cities with populations of 50,000 or more and for central cities of SMSA's. If P13a was blank or had an entry other than a U.S. city name, the coder used the entry in P13c or entered the appropriate foreign country code.

In the computer edit, the machine first examined the entries to determine whether they represented acceptable State, territory or possession, foreign country, or Armed Forces codes. The editing and allocation procedures for unacceptable entries in the P13c code box were the following:

Response in P12	Responses in P13-			Unacceptable entry in code box P13	Tallied as-
	P13a	P13b	P13c		
Always lived here or moved in March 1955 or earlier	This house	No		Any entry	Same house, nonmover
				Any entry	Same house, nonmover
Moved in April 1955 or later or blank	Not in a city	Yes		Any entry	This city
				Any entry	This county
	This city, or different		This county	Any entry	This county
				Any entry except This county	Moved, residence in 1955 not reported
				Any entry, for any other family member	Same as the head of the appropriate family

P14-P17. EDUCATION

Two basic types of statistics on education were gathered in the 1960 population census--information on the school enrollment of children and young adults, and data on the educational attainment (in terms of years of school completed) of all persons 5 years old and over. Data on school enrollment have been collected in some form in each census since 1840. Questions on years of school completed have been asked in censuses since 1940, at which time they replaced the question on literacy which had been asked since 1840.

The education items were also asked of all U.S. citizens abroad, as were some additional questions regarding specialized training.

Information obtained in the 1960 census on school enrollment and educational attainment was intended to refer to education in "regular" schools only (with the exception of information obtained for persons abroad). "Regular" schools, by census definition, were public or private (parochial, other denominational, or nondenominational) kindergartens, elementary schools, junior and senior high schools, colleges, and universities. School attendance might be either during the day or at night and on a full-time or part-time basis. That is, "regular" schooling was that which might advance a person toward an elementary or high school diploma, or a college, university, or professional degree. Other types of schooling were to be counted as regular only if credits received could be transferred to a regular school. Schooling which was regarded as not regular included that given in nursery schools, in specialized vocational, trade, or business schools, in on-the-job training, and by correspondence courses.

A number of education items were proposed, but not accepted, for inclusion in the census. These included enrollment in adult education programs and in correspondence courses, academic degrees ever received, and nonregular educational attainment. The proposed subjects were rejected as census items largely because pretests and other information had shown that there would be special problems in definition and classification, in recalling such information, and in reporting these types of data for other persons.

The question on highest grade of school attended called for the highest grade attended regardless of skipped or repeated grades, rather than the number of full school years which the person had spent in school.

If the highest grade of school attended was in a junior high school, the enumerator was to determine the equivalent in elementary grades 1-8 or high school grades 1-4.

In some areas in the United States, the school systems have, or used to have, 7 years of elementary school rather than the more conventional 8 years. For the sake of comparability, persons who had progressed beyond a 7-year elementary school system were treated as though they had progressed beyond the usual 8-year system.

For persons whose highest grade of attendance was in a foreign school system, the instructions were to obtain the approximate equivalent grade in the American school system. Persons whose highest level of attendance was in an ungraded school were treated in similar fashion, as were persons whose highest level of schooling was measured by "readers" or whose training by a tutor was regarded as qualifying under the regular school definition.

The second question on education was whether or not the highest grade attended had been finished. It was to be answered yes if the person had successfully com-

pleted the entire grade or year indicated in response to the previous question on the highest grade ever attended. If the person was still attending school in that grade, had completed only a half grade or semester, or had dropped out of or failed to pass the last grade attended, the question was to be answered no.

In 1940, a single question was asked on highest grade of school completed. Analysis of the 1940 returns and those of other Bureau surveys which used the 1940 type of question wording indicated that respondents frequently reported the grade or year in which they were enrolled, or had last been enrolled, instead of the one completed. The two-question approach used in 1950 and 1960 was designed to reduce this kind of error.

The median number of school years completed is defined as the value which divides the population group into two equal parts--one-half having completed more schooling and one-half having completed less schooling than the median. This median was expressed in terms of a continuous series of numbers representing years of school completed (such as 9 for the first year of high school and 13 for the first year of college). The persons in each educational category were assumed to be distributed evenly throughout that category; hence, the median was expressed to the nearest decimal point. In fact, at the census date most enrolled persons had finished at least three-fourths of a school year beyond the highest grade completed, whereas a large majority of persons who were not enrolled had not attended any part of a grade beyond the highest one completed. The effect of the assumption was to place the median for younger persons slightly below, and for older persons slightly above, the true median.

The same procedure for computing this median was used in the 1960, 1950, and 1940 censuses. Because of the inexact assumption as to the distribution within an interval, this median is more appropriately used as a means of comparing groups and the same group at different dates than as an absolute measure of educational attainment.

Answers to the question on school enrollment were recorded for persons 5 to 34 years of age. Data on grade of school in which enrolled were obtained by tabulating, for those who were enrolled, responses to the question on highest grade attended.

Persons were included as enrolled in school who had attended or were enrolled in a regular school or college sometime between February 1, 1960, and the time of enumeration. Those who had been enrolled in a regular school since February 1, 1960, but who had not actually attended, for example, because of illness, were counted as enrolled in school.

The corresponding question in the census of 1930 applied to a somewhat longer period, the period since the preceding September 1. This time reference resulted in an overstatement of enrollment in April because it included persons who left school at the end of the first semester as well as those who entered school in the second semester. Furthermore, in that census the question was not restricted as to the kind of school the person was attending. In 1940, the question referred to the period after March 1. There were indications following that census that in some areas the schools closed before March 1 for such reasons as lack of funds, flood conditions, or crop sowing. For such areas the enrollment rates, therefore, were relatively low. In order to insure more complete comparability among areas in 1950 and to refer to enrollment in the current period, it was considered advisable to change the reference period to that between February 1, which is ordinarily the approximate beginning date of the spring semester, and

the time of enumeration. The same reference period was used in 1960.

In 1950, for the first time in a decennial census, kindergarten enrollment was separately identified, but it was not included with the regular enrollment statistics. In earlier censuses no specific instructions were given about kindergarten and therefore enrollment figures for children 5 and 6 years old probably included some children enrolled in kindergarten. In 1960, kindergarten enrollment was separately identified and included with the regular enrollment figures. In the 1960 reports, the statistics for 1950 were adjusted to include enrollment in kindergarten with the regular enrollment figures.

In 1960, as in 1950, college students were enumerated where they lived while attending college, whereas in earlier censuses they generally were enumerated at their parental home. This change in procedure should not have affected the comparability of the national figures on college-age enrollment before and since 1950, but it may have affected the comparability of the State and local area figures on enrollment at college ages at the different dates. For roughly one-half of the college students, residence while attending college is the same under both procedures; even less than one-half attend a college in a State other than the one in which their parents live.

The age range for which enrollment data have been obtained has varied from census to census. Information on enrollment was recorded for persons of all ages in 1930 and 1940, but enrollment figures were published largely for ages 5 to 20 in 1930 and 5 to 24 in 1940. The enrollment statistics at the older ages in these censuses were regarded as of poor quality and as consisting mostly of enrollment in other than regular schools. Information on enrollment was recorded and published for persons 5 to 29 years old in 1950 and for those 5 to 34 years old in 1960. The extended age coverage for publication of enrollment data in the recent censuses reflects the increasing number of persons in their late twenties and early thirties who are attending regular colleges and universities.

In 1960, for the first time, persons who were enrolled in school were classified by whether they were attending a public or private school. In general, a public school was defined as any school which was controlled and supported primarily by local, State, or Federal governmental agency, whereas a private school was defined as any school which was controlled and supported mainly by a religious organization or by private persons or organizations.

The education items as they appeared on the Household Questionnaire are reproduced below.

The education questions on the sample FOSDIC schedule were generally the same as those on the Household Questionnaire. However, whereas there was no age restriction for the education questions on the questionnaire, the age ranges cited above for the enrollment and attainment questions (5-34 years, and 5 years and over, respectively) were used by the enumerators in completing the FOSDIC schedules.

Since education items were answered by marking circles on the FOSDIC schedule rather than by writing in responses, no manual coding of these items was necessary. Allocation of nonreports and reconciliation of inconsistent reports among the several education items and age were performed on the computer. The following edits were made in the following order:

1. If the response to the question on highest grade attended was *never attended*, school enrollment and completion of grade were to be recorded as *no*.

P14. What is the highest grade (or year) of regular school this person has ever attended? (Check one box)
 If now attending a regular school or college, check the grade (or year) he is in. If it is in junior high school, check the box that stands for that grade (or year).

Never attended school...

Kindergarten.....

Elementary school (Grade)..... 1 2 3 4 5 6 7 8

High school (Year)..... 1 2 3 4

College (Year)..... 1 2 3 4 5 6 or more

P15. Did he finish the highest grade (or year) he attended?

Finished this grade... Did not finish this grade... Never attended school...

P16. Has he attended regular school or college at any time since February 1, 1960?
 If he has attended only nursery school, business or trade school, or adult education classes, check "No"

Yes... No...

P17. Is it a public school or a private school?

Public school.....

Private or parochial school.....

2. If the response to the question on school enrollment was *yes* for a person 5 to 34 years old, the item on completion of grade was to be recorded as *no*.
3. *No* was to be recorded for the item on school enrollment for all persons 35 years old and over.
4. If the highest grade reported for a person was inconsistent with his age, as specified in the table below, it was treated as a nonreport and allocated according to instructions for assignment for non-reports.
5. If the highest grade reported for persons 7 years old or over was kindergarten, it was treated as a nonreport and allocated according to instructions for assignment of nonreports.

Age	Maximum acceptable highest grade attended	
	Persons who finished highest grade	Persons who did not finish highest grade
5 years old.....	E2	E3
6 years old.....	E3	E4
7 years old.....	E4	E5
8 years old.....	E5	E6
9 years old.....	E6	E7
10 years old.....	E7	E8
11 years old.....	E8	H1
12 years old.....	H1	H2
13 years old.....	H2	H3
14 years old.....	H3	H4
15 years old.....	H4	C1
16 years old.....	C1	C2
17 years old.....	C2	C3
18 years old.....	C3	C4
19 years old.....	C4	C5
20 years old.....	C5	C6+
21 years old and over...	C6+	C6+

For all nonresponses on education items, assignments of responses were made on the basis of reports for persons with similar other characteristics who lived in nearby areas. The "other characteristics" examined, in combinations designed to maximize predictability of the unknown characteristics, differed by item, as follows:

Item	Characteristics
School enrollment..	Age, color, sex
Highest grade attended	Enrollment status, age, color
Completion of grade.....	Highest grade attended, age
Public or private school.....	Highest grade attended, color

In 1940 and 1950, assignments of nonreports on school enrollment were based largely on information for ages of compulsory attendance as compiled by the U.S. Office of Education. Additional information used included other items on the schedule and results of Current Population Surveys showing the percent enrolled at different ages. In general, in 1940 and 1950, persons 5 through 17 years of age not reporting on school enrollment were treated as enrolled, whereas those 18 years old and over were considered not enrolled. Nonreports on highest grade completed, in 1940 and 1950, were accepted and published as such. Persons for whom the highest grade attended was reported but for whom no report was made on finishing the grade were assumed not to have finished the grade if they were at the compulsory school ages but to have finished the grade if they were not at those ages.

P18, P19. WHETHER MARRIED MORE THAN ONCE AND DATE OF FIRST MARRIAGE

Data on whether married more than once and on date of first marriage were obtained for all ever-married persons--i.e., for all persons reported as married, widowed, divorced, or separated at the time of the enumeration--in the 25-percent sample. Persons who had been married only once were asked when they were married, and those who had been married more than once were asked when they married the first time.

In the 1950 census, one person in every 30, if ever married, was asked if he had been married more than once. However, instead of a question on date of first marriage, a question on duration of current marital status was asked at that time.

The 1960 data were obtained from answers to questions on the Household Questionnaire.

P18. If this person has ever been married— Has this person been married more than once?	
Once <input type="checkbox"/>	More than once <input type="checkbox"/>
P19. When did he get married?	When did he get married for the first time?
Month	Month
Year	Year

If information on these items had not been entered on the Household Questionnaire for an ever-married person, the stage II enumerator was instructed to ask the questions according to the wording on the sample FOSDIC schedule, which was essentially the same as the wording on the Household Questionnaire.

The data on whether married more than once and on date of first marriage were transferred from the

microfilmed stage II FOSDIC schedule to the computer tape without prior manual editing. No manual coding was necessary because the items were precoded on the schedules. A computer edit was used to eliminate inconsistencies and to allocate blanks.

There were three consistency checks. In the first check, the computer inspected the entries for each ever-married person to insure that the recorded date of first marriage was at least 14 years later than the person's date of birth and that it was not later than March 1960. All dates of marriage failing to meet this requirement were treated as if they were blank. The other two consistency checks related only to married couples. First, if each partner had been married only once, the dates of first marriage had to be the same. If they were not, the earlier of the two dates was changed to agree with the later one. Second, the date of first marriage for a spouse married more than once had to be earlier than the date of first marriage for a spouse married only once. If it was not, the date of first marriage for the person married more than once was treated as if it were blank.

Blanks on whether married more than once were allocated as follows: If the person was married, spouse present, and the person's date of first marriage was the same as or later than that of the spouse, the person was recorded as married once. If the person was married, spouse present, and the person's date of first marriage was earlier than that of the spouse, the person was coded as married more than once. For all other persons, blanks for whether married more than once were allocated from the values stored in a 28-cell matrix in which the variables were age, sex, and color.

The procedure for allocating date of first marriage was somewhat more complicated. The most simple allocation was the assignment to the person of the date of first marriage of the spouse, performed whenever each partner had been married only once. For the remaining allocations, three matrices were used. One matrix was used to allocate date of first marriage for married persons, spouse present, where one partner was married once and the other more than once, and where the spouse's date of first marriage was known. In this matrix the difference in years between the dates of first marriages of previously recorded spouses was stored in 10 cells according to the age of the husband. If the person was married more than once, his date of first marriage was obtained by subtracting this difference from the spouse's marriage date. If the person had been married only once, a date of marriage was obtained for him by adding this difference to the spouse's date of first marriage.

A second matrix, of six cells, was used to allocate the date of first marriage of ever-married women 14 to 44 years old with one or more children in the household. The difference between the number of years a woman previously recorded in this category had been married and the age of her oldest child was stored in this matrix according to the woman's own age. When a date of first marriage was missing, the last stored value was subtracted from the date of birth of the woman's oldest child to obtain a date of first marriage to allocate. If the woman was married, husband present, and the date of his first marriage was also unknown, and if both husband and wife had been married only once, the husband was assigned the same date.

A third matrix of 104 cells was used to allocate date of first marriage for all other persons. Number of years married was stored by age, sex, and whether married more than once. The last stored value was subtracted from 1960 to obtain a date to allocate for the person's year of first marriage. The quarter of year in which the marriage occurred was then assigned by random alloca-

tion. If the person was a married woman whose husband's date of first marriage was also unknown, and if both she and her husband had been married only once, her husband was assigned the same date.

It would have been possible under this system for the allocated date of first marriage to be inconsistent with the person's age or the date of the census; i.e., either less than 14 years later than the person's date of birth or later than March 1960. The principal means used to eliminate the first type of inconsistent allocation was to advance the date of first marriage beyond the date of the person's fourteenth birthday by the amount that the date originally allocated was less than the date of the person's fourteenth birthday. The principal means used to eliminate the second type of inconsistent allocation was to subtract from January - March 1960 the amount by which the originally allocated date of first marriage was later than January - March 1960.

The information obtained on date of first marriage was used to obtain data for three additional concepts: (1) age at first marriage (for all ever-married persons), (2) duration of marriage (for persons married once with spouse present), and (3) years since first marriage (for all ever-married women).

In deriving age at first marriage, the year and quarter of the person's birth was subtracted from the year and quarter of the person's first marriage. Where the result of this subtraction included a fraction (e.g., age at marriage $21\frac{1}{4}$, $21\frac{1}{2}$, or $21\frac{3}{4}$), the fraction was dropped, so as to express the result in completed years of age at first marriage. Where the result of the subtraction included no fraction, which was the case when the quarter of birth and first marriage were the same, the result was reduced by one year in approximately one-half the cases, namely, those in which the quarter was January to March or October to December. (This adjustment was not made, however, where the result of the subtraction was age 14 years.) The adjustment was made in order to eliminate the upward bias in the distribution by age at marriage that would otherwise have occurred. For example, the calculated difference between a birthdate of April-June 1925 and a marriage date of April-June 1950 is 25 years. However, on the assumption that births and marriages were evenly distributed throughout their respective quarters, only one-half of the persons with these dates were married after their 25th birthday, and one-half were married before their 25th birthday. Omission of the adjustment would have resulted in classifying about one-half of all persons who had the same quarter of birth and marriage in the next higher year of age at marriage than the one in which they were actually married. It is recognized that in age ranges where the marriage rate increases rapidly, as from 14 to 20 years of age, the adjustment resulted in some overstatement of the number of persons marrying at very young ages. However, the general effect of the adjustment was to increase the accuracy of the overall distribution by age at marriage and, especially, the median age at marriage.

In deriving years since first marriage, the year and quarter of first marriage were subtracted from April 1, 1960, and fractions of years were dropped from the result. This calculation resulted in each case in a correct classification by completed years since first marriage.

P20. CHILDREN EVER BORN TO EVER-MARRIED WOMEN

Data on the number of children ever born were obtained for every woman who had ever been married who was in the 25-percent population sample.

Information on number of children ever born, in combination with other data collected in the census, makes it possible to measure the extent to which various population groups are contributing to the births and to measure the changes that are occurring in the composition of the population as a result of the varying birth rate for component population groups. It is useful also for varied demographic, social, and economic studies involving data on the fertility of the population. The census data measure the cumulated fertility of women up to the time of the census and, therefore, differ from the birth registration data for births in a particular month or year that are published in the reports of the National Center for Health Statistics. The census data and the birth registration data supplement each other.

The question on children ever born was limited in the census to women reported as having ever been married. One reason for the limitation, of course, was the problem of the respondents' probable reactions to a question on children born to unmarried women and the unlikelihood of obtaining adequate data in response to it. Furthermore, never-married women have a low birth rate. According to current vital statistics for the United States as a whole, only about 5 percent of the births of all races (but 20 percent of the nonwhite births) are illegitimate. It is thought that most women with illegitimate children (except possibly young nonwhite women) were reported in the census as having been married and thus were asked the question on children ever born.

In Puerto Rico the question on children ever born was asked of all women in the 1950 census, but it was not asked of single women in Puerto Rico in the 1960 census. There were two reasons for this. In the first place, the marital status item in Puerto Rico in 1960 included the category consensually married and it was believed that most of the mothers who were not married, widowed, separated, or divorced would report themselves as consensually married. Secondly, the 1960 procedure made the treatment of the subject more like that used in the United States. It is recognized that the 1960 census procedure may result in some undercount of fertility for all women in Puerto Rico as compared with data from the 1950 census.

The question on number of children ever born as it appeared on the Household Questionnaire was the following:

P20. If this is a woman who has ever been married—
How many babies has she ever had, not counting stillbirths?
Do not count her stepchildren or adopted children.
..... OR None
(Number)

The wording of the question on the FOSDIC schedule was the same. Since the FOSDIC schedule was used only by enumerators, who had detailed instruction in the Enumerator's Reference Manual, it contained fewer instructions for the item than did the Household Questionnaire. Entries of more than 12 children ever born were made on the sample FOSDIC schedule by shading a circle for 12+ children ever born.

The wording of the question in 1960 differed slightly from that used in previous censuses, pretests, and surveys. In the 1950 and 1940 censuses, women ever married were asked the question, "How many children has she ever borne, not counting stillbirths?" The question wording was changed to "How many babies has she ever had, not counting stillbirths?" because the old

wording led to two sources of minor bias: First, some enumerators paraphrased the question as, for example, "Oh, yes, you have three children, don't you?" on the basis of the already determined household composition, without asking specifically if these were all of the children the women had ever borne. It was hoped that use of the word "babies" instead of "children" would improve the understanding of the purpose of the question by enumerators. Second, there was evidence that a few women interpreted the word "children" as pertaining to only those who survived early infancy. In the Infant Enumeration Study after the 1950 census, when parents were queried as to why they did not report for the 1950 census a child born in the first three months of 1950, some of them said they did not think the census was interested in helpless infants and some said that the baby had not been reported because it had not been baptized or named (although most parents advanced other reasons for nonenumeration of the child).

Birth registration forms and some foreign studies and private studies ask several questions in an attempt to insure a precise count of children ever born alive, such as separate questions on the number of children previously born who died after birth, the number now living, and the number of stillbirths. For the same reason, the 1910 census asked two questions, "Mother of how many children? Number now living?" In 1960 it was thought that the wording of the one question adopted was sufficiently clear.

The Household Questionnaire and the FOSDIC schedule both provided a specific space for entries of *none* for the question on children ever born. In the 1940 census, where no such specific space was provided, some enumerators left the item blank instead of noting that the woman had borne no children, thereby creating a nonreport for this question.

The enumerators in 1960 were instructed to ask the question on number of children ever born for each woman in the sample who was reported as being married, separated, widowed, or divorced. They were further instructed to "report all live births the woman has had, even if the children have died or are not living with her. Exclude stillbirths (births in which the infant never breathed). Include children borne by the woman who have been adopted by someone else. Do not count children the woman has adopted or other children she did not bear herself. 'None' must be marked for childless women."

No manual coding was done for the item on children ever born. Data on children ever born which were improperly reported for a few single women and for a few men were allowed to stand unchanged on the census report but were not used in the tabulations.

No editing of data on children ever born was done for consistency with age of woman or her duration of marriage or with other characteristics of the woman and her family. The absence of editing in 1960 differed from the practice in earlier censuses in which a maximum of 5 children was accepted for women 15 to 19 years old and a maximum of 8 children for women 20 to 24 years old. It was realized that the 1960 tabulations would include a few implausible responses because of the lack of such an edit.

For women ever married, nonreports in 1960 on children ever born were replaced with allocations. The allocation was made from the response for a predecessor (previously reported) woman of similar characteristics. These responses were stored by the computer in one of 33 matrix cells.

Cells 1 to 12 contained the difference between the number of children ever born for a predecessor woman

MATRIX FOR ALLOCATION OF NONREPORTS ON NUMBER OF CHILDREN EVER BORN TO WOMEN FIRST MARRIED IN 1930 TO 1960

Year of first marriage	Wives of heads of households	Female heads of households	All other ever-married women
1955 to 1960..	1	7	13
1950 to 1954..	2	8	14
1945 to 1949..	3	9	15
1940 to 1944..	4	10	16
1935 to 1939..	5	11	17
1930 to 1934..	6	12	18

MATRIX FOR ALLOCATION OF NONREPORTS ON NUMBER OF CHILDREN EVER BORN TO WOMEN FIRST MARRIED BEFORE 1930

Year of first marriage	Nonfarm residence		Farm residence
	Completed at least 4 years of high school	Completed less than 4 years of high school	
1925 to 1929....	19	24	29
1920 to 1924....	20	25	30
1915 to 1919....	21	26	31
1910 to 1914....	22	27	32
1909 and earlier	23	28	33

reporting on children ever born and the number of her own children present in the household. In allocation use, this difference from the number in the appropriate matrix cell was added to the number of children present in the household of the woman with no report on children ever born. Cells 13 to 33 contained the number of children ever born reported by predecessor women having the various combinations of characteristics required for the matrix. In allocation use, the number of children ever born which was reported in an appropriate matrix cell was assigned to the woman with no report on children ever born. Color was not used as a characteristic in the matrix, but in most cases the assigned data were for a woman in the same neighborhood and thus the color was often the same for both women. The allocation procedure was in terms of date of first marriage rather than age of woman because this procedure gave data consistent with duration of marriage and usually was consistent with age of woman.

The data on children ever born are tabulated in the form of frequency distributions of women by each number of children ever born and also in the form of rates of children ever born per 1,000 women.

For tabulation, the 12+ circle on the FOSDIC schedule was assigned a mean value of 13 for purposes of computing the total number of children ever born.

Preliminary material from the 1960 Census Content Evaluation Study indicates that while most women gave accurate reports on children ever born there was still a tendency for some undercounting. About 12 percent of women had a different answer in the post-census followup of a sample of the population in which many more questions were asked about children ever born than in the census. Census undercounting of children ever born was found to be about three times as common as overcounting of children ever born, although a few women did overreport by including in the count their adopted

children and stepchildren. Among women ever married, 14 years old and over, reporting on children ever born in both the 1960 census and the Content Evaluation Study, the total number of children reported was 1.8 percent higher in the Study than in the census.

After the 1950 census, data on the census schedules were compared with a sample of birth registration records for the first three months in 1950. They were in agreement on the count of children ever born for 93.9 percent of 591,289 comparisons for white mothers and for 78.3 percent of comparisons for 74,469 nonwhite mothers. Undercounts for some women were partially offset by overcounts for other women; the net shortage in the 1950 census count of children as compared with the birth record count was 1.7 percent for whites and 7.6 percent for nonwhites.

The August 1959 Current Population Survey (CPS) used the same question wording on children ever born as the 1960 census and also asked additional questions on the dates of birth of the first four children and of the last child of fifth or higher order of birth. From that survey, average annual birth rates were computed for various past dates, and these rates were compared with similar rates computed from contemporary birth registration data. The CPS-based birth rates were slightly higher for white women in recent years than the corresponding rates from birth registration data. The CPS-based birth rates for nonwhite women were considerably lower than those from birth registration data, but this in part reflects the fact that the CPS questions were asked only of women reported as ever married while the birth registration data include illegitimate births.

The 1960 census treatment of data on children ever born differs in several ways from the 1950 census treatment. Mention has already been made of the change in wording and of differences in editing procedures. Another difference was that the 1960 census data are for a 25-percent sample of women, whereas the 1950 data are for a sample of about 2.4 percent, nationally. The 1960 census data were free from some of the problems encountered in the 1950 census. Thus, the 1950 data suffered somewhat from a schedule design that included on the same sheet some items to be collected on a 100-percent basis, some on a 20-percent sample basis, and some on a 5-percent sample basis. As a consequence some hasty enumerators were not careful about getting information for items that appeared to them to be of second-rate or third-rate importance. This probably increased the proportion of nonreports on children ever born. The 1950 data also suffered somewhat from a schedule design that called for enumerators to begin a fresh sheet with the next household if the old sheet was filled up on the housing census side before the population side was filled. This caused a shortage of last-sample-line population data in areas with many small households or vacant houses. The data on children ever born were on the last sample line only. A complicated adjustment procedure repaired the 1950 data for the last-sample-line bias by replication of data for women on prior sample lines supplemented by estimates of their number of children ever born.

In 1950 there were insufficient resources to complete the processing of punchcards for fertility data within the census period, and the hoped-for tabulations were never made. Instead, funds were secured from private foundations to complete the cards in the post-census period and to make abbreviated tabulations. The 1960 census presents fertility data in the series PC(1)-C and series PC(1)-D State reports, thereby making such data available for many local areas for the first time. In addition a special report on Women by Number of Children Ever Born (series PC(2)-3A, 1964, 343 pp.) has been issued.

P21. AGE SCREENING QUESTION

Item P21 was a screening question to determine if the person enumerated was 14 years old or over. All the questions which followed on the questionnaire applied only to this age group.

On the Household Questionnaire the item appeared as follows:

P21. When was this person born?	
Born before April 1946	Born April 1946 or later
<input type="checkbox"/>	<input type="checkbox"/>
↓	↓
Please go on with questions P22 to P35. Answer the questions regardless of whether the person is a housewife, student, or retired person, or a part-time or full-time worker.	Please omit questions P22 to P35 and turn the page to the next person.

On the sample FOSDIC schedule it appeared as follows:

P21. Mark whether this person was born before April 1946		
Yes, born before April 1946 ----- <input type="radio"/>	Continue with P22 <input checked="" type="radio"/>	Skip to next person <input type="radio"/>

P22-P25. EMPLOYMENT STATUS AND HOURS WORKED

A series of questions was asked of persons 14 years old and over in the 25-percent sample to determine their employment status; i.e., whether at work, unemployed, having a job but not at work, or none of these.

The determination of a person's employment status depended upon his activity during the week prior to the date on which the respondent filled his Household Questionnaire or was interviewed by an enumerator. The reference week, therefore, was not the same for all respondents because not all persons were enumerated during the same week.

Work was defined to include--

1. Paid work as an employee for someone else, including (a) work for regular wages or salary, (b) work for pay "in kind" (meals, living quarters, or supplies received in place of cash wages), and (c) work at piece rates, on commission, or for tips.
2. Work in the person's own business, professional practice, or farm.
3. Work without pay in a business or farm run by a relative, if the required minimum number of hours (15) was met.

Work did not include--

1. Work around the house, such as a person's own housework or odd jobs on the person's own house and yard (cutting grass, painting porch, etc.).
2. Volunteer unpaid work for church, Red Cross, etc.
3. Work done by an inmate of an institution.

Persons were at work if they did any work for pay or profit for 1 hour or more during the reference week, or if they worked without pay for 15 hours or more on a family farm or in a family business.

Unemployed persons were not at work but were looking for work or were on layoff from a job.

Looking for work referred to any effort to get a job or to establish a business or profession during the

reference week. In addition, a person was considered to be looking for work if he had made such efforts recently (i.e., within the preceding 60 days) and was waiting to hear the results of these efforts during the reference week. Examples of efforts to find work were (1) registration at a public or private employment office, (2) meeting with or telephoning prospective employers, (3) being on call at a personnel office, union hiring hall, or nurse's register or other similar professional register, (4) placing or answering an advertisement, or (5) writing letters of application.

On layoff from a job referred to a person waiting to be called back to a job from which he had been laid off or furloughed. The layoff might be due to such causes as slack work, temporary shortages of materials, plant remodeling or retooling, or other factors. If a person was not working during the reference week because of a labor dispute at his place of employment, he was not considered on layoff but rather as having a job but not at work.

Persons with a job but not at work were those who were not at work and were not looking for work but had a job or business from which they were temporarily absent because of labor dispute, bad weather, vacation, illness, or other personal reasons.

A person was considered to have a job when he had a definite arrangement with one or more employers to work for pay, full time or part time, every week or every month. A person on call to work only when his services were needed was not considered to have a job during weeks when he did not work. Seasonal employment was considered a job only during the season and not during the off-season.

A person had his own business (including a professional practice or farm operation) if he did one of the following: (1) maintained an office, store, or other place of business, (2) used machinery or equipment in which he had invested money, or (3) advertised his business or profession in papers, magazines, the classified section of the telephone book, or other publications, or displayed a sign, distributed cards, etc. Casual workers such as handymen or other odd-job workers were not considered to have a business during weeks when they did not work.

The Armed Forces comprised persons on active duty in the Army, Air Force, Navy, Marine Corps, and Coast Guard. Members of the Merchant Marine or civilian employees of the Department of Defense, Army, Navy, or Air Force were not members of the Armed Forces. Service in a National Guard unit or short periods of active reserve duty did not count as active duty in the Armed Forces.

Of the above groups, persons at work and those with a job constituted the employed; the employed and the unemployed together constituted the civilian labor force. Members of the Armed Forces were added to the civilian labor force to obtain the total labor force.

Persons not in labor force were those who were not classified as at work, with a job but not at work, unemployed, or in the Armed Forces. Most of the persons in this category were students, housewives, retired workers, seasonal workers enumerated in an off-season who were not unemployed, inmates of institutions, or persons who could not work because of long-term physical or mental illness or disability.

The data on hours worked refer to the actual number of hours worked during the reference week, not the usual or regular hours for persons at work. Any time off, such as lunch hours and sick leave, was excluded,

but overtime was included. If a person had two or more jobs at which he worked during the week, the time spent at each was added together.

P22. Did this person work at any time last week?
Include part-time work such as a Saturday job, delivering papers, or helping without pay in a family business or farm. Do not count own housework.

Yes No

P23. How many hours did he work last week (at all jobs)?
(If exact figure not known, give best estimate)

1 to 14 hours 40 hours
15 to 29 hours 41 to 48 hours
30 to 34 hours 49 to 59 hours
35 to 39 hours 60 hours or more

P24. Was this person looking for work, or on layoff from a job?

Yes No

P25. Does he have a job or business from which he was temporarily absent all last week because of illness, vacation, or other reasons?

Yes No

P22. Did he work at any time last week?
Include part-time work such as a Saturday job, helping on a farm, or delivering papers. Do not count own housework.

Yes Ask P23 No Ask P24

P23. How many hours did he work last week (at all jobs)?

1-14..
15-29..
30-34..
35-39..
40...
41-48..
49-59..
60 or more

Ask P27

P24. Was he looking for work, or on layoff from a job?

Yes Skip to P26 No Ask P25

P25. Even though he did not work last week, does he now have a job he usually works at?

Yes Ask P26
No P26

The sample FOSDIC schedule differed from the Household Questionnaire for the labor force questions in several ways:

1. To avoid having the enumerator ask unnecessary questions, the sample FOSDIC schedule contained a skip pattern. If the response to P22 was positive, P23 was asked next, with P24 and P25 in the employment status block omitted as well as P26 (year last worked). If the response to P22 was negative, however, an instruction and an arrow indicator led directly to P24, skipping P23. If the response to P24 was positive, P25 was skipped and P26 was asked next. Thus, P25 was to be answered only if both P22 and P24 were negative.

2. The wording for question P25 was more suitable for use by an enumerator.

3. Because enumerators received training in concepts, the instruction following the question in P22 on the FOSDIC schedule was shortened and the parenthetical instruction which followed P23 on the Household Questionnaire was omitted.

In framing the questions on employment status, the first consideration was whether the appropriate time reference should be a single week, a calendar year, or something else. This matter received primary con-

sideration not only because of its obvious relationship to the questionnaire design and enumeration procedures but also because of its far-reaching effects on tabulation and publication plans, for both demographic and economic data.

In the two previous censuses, the time reference for employment status was also a single week, as it is also in the CPS, but in the 1940 census a fixed time reference was used--the week of March 24-30. In 1950 the "sliding" reference week was introduced, with the questions relating to the week directly preceding the enumeration of the household (see section on items P27 and P27a-P27e, below).

The continuation of the 1-week reference period had the obvious advantage of preserving continuity with the two previous decennial enumerations and with CPS statistics. It was also a means of providing current unemployment data for many small areas. Furthermore, the availability of employment status information on a 1-week basis for political and statistical areas constitutes an important supplement to State and local statistics from establishment reports and social security records, most of which are also on a "current" basis. Finally, cross-classifications of employment status data with demographic data--age, marital status, etc.--in the census results are more consistent with respect to date to which the data apply, since the demographic characteristics are as of the census date.

It was recognized that a longer time reference--such as previous calendar year--might provide a better picture of the economic activity of some areas where the 1-week "snapshot" was not satisfactory because of seasonal fluctuations, abnormally bad weather, or short-run economic dislocations. Also, data on work status during the preceding year would have better served for analysis and evaluation of information on annual income.

In discussion with Census Bureau technical and advisory committees, it was agreed that because of the evident need for information on both the 1-week basis and on a 1-year basis, statistics would be collected on both. (See items P30-P31 on weeks worked in 1959, below.)

In the 1940 and 1950 censuses, an attempt was made to reproduce the concepts used in the monthly labor force surveys. These efforts were far from successful as witnessed by the clearly deficient labor force counts obtained in those censuses. For the 1960 census it was considered more realistic, in view of the necessarily limited training and experience of census enumerators and the addition of self-enumeration, to eliminate some of the refinements and complexities of the concepts used for the collection of the monthly statistics. At the same time it was hoped that the concepts adopted would increase the accuracy of measurement by the census. The census advisory committees agreed that some modification in wording and approach and simplifications in concepts for the 1960 census might be desirable. It was strongly recommended, however, that any modifications in approach be adequately tested prior to adoption.

Two modified approaches to obtaining data on current employment status (schedules A and B) were tested in comparison with the Current Population Survey procedure (schedule C) in the Philadelphia standard metropolitan statistical area early in November 1957. The first approach (schedule A) eliminated the introductory "major activity" question used in the CPS, on the theory that the information obtained in that item (e.g., the knowledge that a person was primarily a housewife or a student) might induce enumerators to omit the followup questions on work activity, job seeking, etc. The second approach (schedule B) started the sequence of questions by record-

ing a description (occupation and industry) of a person's current or last job and then inquired about his present attachment to the labor market, if any. The schedules also differed in that schedule B required the enumerator to enter the specific number of hours worked, whereas schedules A and C provided the usual check list of hour intervals.

Some simplifications in concepts and questions were employed in all three pretest approaches and also in the 1960 census itself. The question on unemployment was revised from the 1950 question to include the phrase "...or on layoff from a job" in order to classify as unemployed those persons on temporary layoff (less than 30 days) as well as those on indefinite layoff who had been implicitly included in 1950. However, no mention was made on the schedule or in the enumerator's instructions of the small number of persons who would have been looking for work except for temporary illness or the belief that no work was available. Also excluded was the small number of persons expecting to start on new jobs within 30 days. Another conceptual change was made in the definition of unpaid family work which was simplified to include any work done without pay in an enterprise operated by a relative, without further specifying that this relative had to be a member of the same household.

Examination of the results of the Philadelphia pretest did not yield any conclusive evidence of the superiority of one or another of the forms tested because the differences were well within the range of possible sampling variability. Certain patterns emerged, however, which together with the comments of observers and enumerators served as the basis for evaluating the schedules. Comparisons of labor force rates, and other significant measures, including the rate of omission of required entries, indicated that there was little to choose between schedules A and C. Schedule B, however, was somewhat less satisfactory with regard to rates of omission.

A pretest in the Dallas SMSA in March 1958 provided a further opportunity to evaluate the modified set of questions on schedule A of the Philadelphia pretest in comparison with the set of questions used in the CPS and on schedule C of the Philadelphia pretest.

Improvements were made in the question wording for the Dallas pretest. In Philadelphia, the words "at all" in the initial question on schedule A, "Did you do any work at all last week?" provoked some adverse respondent reaction when applied to the chief breadwinner of the family. In addition, the term "at all" did not consistently serve to indicate that an affirmative answer should be given if the person had done part-time work during the week. The alternate wording, "at any time," was therefore substituted. In addition, the fact that a person's own housework was not considered work for census purposes was given greater emphasis by inserting the parenthetical phrase, "not counting work around the house." The check list of intervals was used on both Dallas schedules for the question on number of hours worked.

The Dallas pretest results, like those of the Philadelphia pretest, did not demonstrate any clear-cut superiority of either set of employment status questions, but the reports of observers and enumerators in both pretests provided useful information for evaluating the alternative schedules. There was definite preference expressed for the modified set of employment status items (schedule A), chiefly because of difficulties encountered in the use of the introductory main-activity question on the other schedules (schedule B in the Dallas pretest and schedule C in the Philadelphia pretest). This question often was not understood to relate to work

activity. Members of the Census Bureau advisory committees agreed that the loss of classification of non-workers (persons keeping house, in school, unable to work, and other) would not be serious. The only one of these categories that could not be approximated by means of data on marital status and school enrollment was the unable to work category, and the data on this category have always been of poor quality anyway.

The pattern of questions pretested as schedule A in Philadelphia and Dallas was used again in the pretests conducted in Lynchburg, Va., and Martinsburg, W. Va. In these tests the labor force, unemployment, and non-response rates, along with observer and enumerator comments, were uniformly satisfactory.

In the Philadelphia and Dallas pretests, a skip pattern with arrows and parenthetical directions was used to show enumerators how to proceed from one question to the next applicable question swiftly and correctly. In December 1958, in light of the decision to use a form of self-enumeration in the 1960 census, a pretest was conducted in the city of Philadelphia again to test two promising formats for self-enumeration schedules. The first (schedule PH-SE-A) consisted of a modified version of the skip pattern previously tested, with arrows and written instructions directing respondents to follow different paths depending on their responses. The alternative (schedule PH-SE-B) eliminated the skip pattern by requiring an entry for every item, including a disclaimer in inapplicable items.

Schedule B, with no skip pattern, proved superior to schedule A, which had a skip pattern, in the rate of proper completion of the schedule by respondents. The modified skip pattern used on the Household Questionnaire in the 1960 census was developed by adopting the schedule B pattern with one exception: The disclaimer in the question on number of hours worked (I did not work) was dropped and the entire question on hours was placed in the same box with the question on whether the person worked at any time during the preceding week. An arrow indicated that the hours worked question was to be answered if the response to the worked-last-week question was affirmative.

Enumerators were trained in the employment status definitions and concepts and also in the following information which was in the Enumerator's Reference Manual:

"Item P22.--Did he work at any time last week? (Include part-time work such as a Saturday job, helping on a farm, or delivering papers. Do not count own housework.)

"Mark this question for everyone 14 years old or over. The note on the schedule is a reminder of some of the things to include and exclude; these should be mentioned if the respondent has questions or is uncertain about what to report.

"Item P23.--How many hours did he work last week (at all jobs)? This question should be answered for all persons with 'Yes' in P22. If this item is blank or if the respondent cannot report immediately how many hours were worked last week, try to find out the number worked each day and add them. Except for the answer of '40 hours,' the answers required are wanted only in fairly broad classes. If the respondent is uncertain about the exact number of hours, suggest some of the broad intervals on the schedule.

"Item P24.--Was he looking for work, or on layoff from a job? This question should be answered for all persons with a 'No' in P22. Do not assume that

persons such as housewives, students, or elderly persons were not looking for work. However, if it has been clearly determined that a person is permanently disabled and is unable to do any work, mark 'No' in items P24 and P25 and proceed to item P26 for such persons.

"Item P25.--Even though he did not work last week, does he now have a job he usually works at?

"This question should be answered for all persons who answered 'No' in P24, except for persons who are permanently disabled. In some cases, the fact that the person was temporarily absent from work last week will be reported to you while interviewing in response to item P22 or P24. If so, mark 'Yes' in P25.

"Mark 'Yes' if this person was temporarily absent all of last week from his job or business because of illness (his own or his family's), vacation, bad weather, labor dispute at his place of work, or personal reasons. The word 'job' is meant to include both paid jobs and own businesses, professional practices, or farm operations."

Manual coding was not necessary for labor force classification because the entries were precoded on the sample FOSDIC schedule. However, several different situations did require manual editing:

1. When the occupation and industry entries were missing, item P3a, on detailed relationship to head of household, was inspected. If it contained an entry of *student nurse, teaching sister, etc.*, P22 was marked *yes* if blank, or changed from *no* to *yes* where the respondent or enumerator had not considered such activities as work.

2. Nonworkers were sometimes reported as workers. If the occupation item, P27d, contained an entry of *own housework, housewife, student, etc.*, the industry and occupation coders identified such nonworker entries by a code which was used in the mechanical recode to signify that the "not in the labor force" category was the correct recode unless there was an indication of looking for work in which case the person was classified as unemployed.

3. A clerical editing and allocation scheme was instituted for special types of "group quarters," such as migratory labor camps and college dormitories. Because of the special characteristics of the occupants of such places, it was considered inappropriate to apply the normal allocation scheme. Instead a procedure was designed that allocated the nonreported cases according to labor force distributions derived from like places.

In the machine coding operation, the computer assigned an employment status recode to each person 14 years old and over. The recode was based upon answers to the following items: P22 to P25; P26, Date last worked; either the item in P27 that indicated a member of the Armed Forces or items P27d, Occupation, and P27e, Class of worker; and P28, Place of work. All possible combinations of entries in these items were accounted for in the recode scheme.

Recodes were assigned for the following groups:

1. Armed Forces
2. At work
3. With a job but not at work
4. Unemployed
5. Not in the labor force
6. Not reported

Persons were recoded as members of the Armed Forces if they met one of the two conditions listed under

sideration not only because of its obvious relationship to the questionnaire design and enumeration procedures but also because of its far-reaching effects on tabulation and publication plans, for both demographic and economic data.

In the two previous censuses, the time reference for employment status was also a single week, as it is also in the CPS, but in the 1940 census a fixed time reference was used--the week of March 24-30. In 1950 the "sliding" reference week was introduced, with the questions relating to the week directly preceding the enumeration of the household (see section on items P27 and P27a-P27e, below).

The continuation of the 1-week reference period had the obvious advantage of preserving continuity with the two previous decennial enumerations and with CPS statistics. It was also a means of providing current unemployment data for many small areas. Furthermore, the availability of employment status information on a 1-week basis for political and statistical areas constitutes an important supplement to State and local statistics from establishment reports and social security records, most of which are also on a "current" basis. Finally, cross-classifications of employment status data with demographic data--age, marital status, etc.--in the census results are more consistent with respect to date to which the data apply, since the demographic characteristics are as of the census date.

It was recognized that a longer time reference--such as previous calendar year--might provide a better picture of the economic activity of some areas where the 1-week "snapshot" was not satisfactory because of seasonal fluctuations, abnormally bad weather, or short-run economic dislocations. Also, data on work status during the preceding year would have better served for analysis and evaluation of information on annual income.

In discussion with Census Bureau technical and advisory committees, it was agreed that because of the evident need for information on both the 1-week basis and on a 1-year basis, statistics would be collected on both. (See items P30-P31 on weeks worked in 1959, below.)

In the 1940 and 1950 censuses, an attempt was made to reproduce the concepts used in the monthly labor force surveys. These efforts were far from successful as witnessed by the clearly deficient labor force counts obtained in those censuses. For the 1960 census it was considered more realistic, in view of the necessarily limited training and experience of census enumerators and the addition of self-enumeration, to eliminate some of the refinements and complexities of the concepts used for the collection of the monthly statistics. At the same time it was hoped that the concepts adopted would increase the accuracy of measurement by the census. The census advisory committees agreed that some modification in wording and approach and simplifications in concepts for the 1960 census might be desirable. It was strongly recommended, however, that any modifications in approach be adequately tested prior to adoption.

Two modified approaches to obtaining data on current employment status (schedules A and B) were tested in comparison with the Current Population Survey procedure (schedule C) in the Philadelphia standard metropolitan statistical area early in November 1957. The first approach (schedule A) eliminated the introductory "major activity" question used in the CPS, on the theory that the information obtained in that item (e.g., the knowledge that a person was primarily a housewife or a student) might induce enumerators to omit the followup questions on work activity, job seeking, etc. The second approach (schedule B) started the sequence of questions by record-

ing a description (occupation and industry) of a person's current or last job and then inquired about his present attachment to the labor market, if any. The schedules also differed in that schedule B required the enumerator to enter the specific number of hours worked, whereas schedules A and C provided the usual check list of hour intervals.

Some simplifications in concepts and questions were employed in all three pretest approaches and also in the 1960 census itself. The question on unemployment was revised from the 1950 question to include the phrase "...or on layoff from a job" in order to classify as unemployed those persons on temporary layoff (less than 30 days) as well as those on indefinite layoff who had been implicitly included in 1950. However, no mention was made on the schedule or in the enumerator's instructions of the small number of persons who would have been looking for work except for temporary illness or the belief that no work was available. Also excluded was the small number of persons expecting to start on new jobs within 30 days. Another conceptual change was made in the definition of unpaid family work which was simplified to include any work done without pay in an enterprise operated by a relative, without further specifying that this relative had to be a member of the same household.

Examination of the results of the Philadelphia pretest did not yield any conclusive evidence of the superiority of one or another of the forms tested because the differences were well within the range of possible sampling variability. Certain patterns emerged, however, which together with the comments of observers and enumerators served as the basis for evaluating the schedules. Comparisons of labor force rates, and other significant measures, including the rate of omission of required entries, indicated that there was little to choose between schedules A and C. Schedule B, however, was somewhat less satisfactory with regard to rates of omission.

A pretest in the Dallas SMSA in March 1958 provided a further opportunity to evaluate the modified set of questions on schedule A of the Philadelphia pretest in comparison with the set of questions used in the CPS and on schedule C of the Philadelphia pretest.

Improvements were made in the question wording for the Dallas pretest. In Philadelphia, the words "at all" in the initial question on schedule A, "Did you do any work at all last week?" provoked some adverse respondent reaction when applied to the chief breadwinner of the family. In addition, the term "at all" did not consistently serve to indicate that an affirmative answer should be given if the person had done part-time work during the week. The alternate wording, "at any time," was therefore substituted. In addition, the fact that a person's own housework was not considered work for census purposes was given greater emphasis by inserting the parenthetical phrase, "not counting work around the house." The check list of intervals was used on both Dallas schedules for the question on number of hours worked.

The Dallas pretest results, like those of the Philadelphia pretest, did not demonstrate any clear-cut superiority of either set of employment status questions, but the reports of observers and enumerators in both pretests provided useful information for evaluating the alternative schedules. There was definite preference expressed for the modified set of employment status items (schedule A), chiefly because of difficulties encountered in the use of the introductory main-activity question on the other schedules (schedule B in the Dallas pretest and schedule C in the Philadelphia pretest). This question often was not understood to relate to work

1 below and one of the four conditions listed under 2 below.

1. (a) An entry in the Armed Forces box, P27, and Armed Forces in the occupation item, P27d, or

(b) If the Armed Forces box did not contain an entry, Armed Forces in the occupation item, P27d, and either a blank or government employee in class-of-worker item, P27e.

2. (a) A yes in P22, Work last week.

(b) An entry in P23, Hours worked, if P22 was blank.

(c) A positive entry in item P-28, Place of work, and no in P24, Looking for work or on layoff, if P22 and P23 were conflicting, i.e., if there was an entry in P23 showing hours worked but the entry in P22 was no.

(d) A yes in P25, Have a job, with a no in P24, Looking for work or on layoff.

To be classified as at work, a person could not be classified as Armed Forces and had to meet one of the following three conditions:

1. A yes in P22.

2. An entry in P23 of hours worked, if P22 was blank.

3. A positive entry in the item on place of work, P28, and no in P24, Looking for work or on layoff, if entries in P22 and P23 were conflicting.

In addition, to be classified as at work, a person could not have either (1) an entry of nonworker in the occupation item, or (2) an entry of 1 to 14 hours worked, in P23, with the nonpay status indicated in the class-of-worker item, P27e.

To be classified as unemployed, a person could not be classified as in the Armed Forces or at work and had to have a yes entry in P24, looking for work or on layoff.

To be classified as with a job but not at work, a person could not be classified as in the Armed Forces, at work, or unemployed, and did have to have a yes entry in P25, and could not have either a nonworker code for occupation or a nonpay status indicated in the item on class of worker.

To be classified as not in labor force, a person could not be classified as in the Armed Forces, at work, unemployed, or with a job but not at work. In addition, two of the three items P22, P24, and P25 had to have an entry of no or an implied negative from other information on the schedule. A nonworker code for occupation meant that P22 and P25 should both be negative. Either a nonpay entry in the item on class of worker or an entry of 1959 or earlier as the year last worked, or an entry of never worked for this item, meant that the entry in P25 should be negative. One exception to these rules was that if P24 and P25 were both negative, or could be assumed to be negative from other information on the schedule, item P28 on place of work had to be blank. Inmates of institutions were automatically classified as not in labor force.

Persons recoded as not reported were those for whom there was insufficient evidence for classifying them in any of the five employment status categories. This meant that one of the following four combinations of entries and blanks occurred:

1. Items P22-P25 were all blank.

2. Among the four items, P22-P25, only one had a negative entry or could be considered an implied

negative on the basis of other entries on the schedule, and the other three items were blank.

3. There was an entry in item P23 for hours worked but the entry in P22 contradicted it, and there was no entry in the place-of-work item, P28, and neither P24 nor P25 contained an entry of yes.

4. Entries in items P24 and P25 were no (or P25 was implicitly negative because the person was a nonpay worker or the year last worked was earlier than 1960) but the item on place of work, P28, contained an entry.

If there were no entries for some of the labor force items or if the entries were inconsistent, a recode was assigned when possible according to the most plausible interpretation of the entries that were filled in: When the occupation code was for nonworker, the recode was unemployed, if the answer to P24 ("Was he looking for work or on layoff from a job?") was yes, and the recode was not in labor force if the answer to P24 was no or there was no entry. Inmates in group quarters were recoded as not in labor force. Persons in military installations were recoded as Armed Forces. The entry on relationship (P3) was used to identify these inmates of institutions and military installation personnel. Other recodes for persons with some missing or inconsistent entries were assigned according to the scheme shown in table J.

In 1950 persons coded as not reported were grouped for presentation purposes with the not in labor force category. For the 1960 census, this practice was not followed, and a person recoded as not reported was assigned to the same employment status category as a person having similar characteristics of age, sex, color, farm or nonfarm residence, and, when appropriate, school enrollment, marital status, and number of children ever born.

For persons who were recoded as at work but for whom there was no entry on number of hours worked, the same other characteristics used to allocate the employment status classification were used to allocate the missing entry on hours worked.

If the employment status recode was with a job but not at work and the year last worked was 1958 or earlier, the following consistency checks were made, on the theory that if a person indicated other income or attendance in school, he was retired or a student and had misunderstood the "have-a-job" question, P25:

1. If the person attended school (yes in item P16), the employment status recode was changed to not in labor force.

2. If the person received other income, that is, there was an amount entered in P34, the employment status recode was changed to not in labor force.

3. If the entry in P16 was no and there was no amount entered in P34, the year-last-worked entry was changed to 1960.

Since there was no direct indication in the employment status categories as to the number of persons in the labor force or the number employed, these classifications were combinations arrived at in the tabulations phase, as follows:

1. The number of employed persons was the number at work plus those with a job but not at work.

2. The civilian labor force was equal to the employed plus the unemployed.

3. The experienced civilian labor force was equal to the employed plus those unemployed who had ever worked.

4. The labor force was equal to the civilian labor force plus the Armed Forces.

P26. YEAR LAST WORKED

A question on the year the person last worked was included in a decennial census for the first time in 1960. There were several reasons for its adoption. The information obtained would provide a means of evaluating the current applicability and significance of the inventory of occupational skills for those persons not currently in the labor force and of presenting basic data for analysis of the labor reserve. Furthermore, it would provide some indication of the duration of unemployment for persons currently seeking jobs, at least for those who were regular members of the labor force. Finally, the information could serve as a basis for correcting the entries for some persons who were erroneously reported as having a job but not at work even though they had not actually worked for some time.

The question was asked of persons in the 25-percent sample who were 14 years old and over and who had not worked during the reference week, to determine, in rather broad intervals, the date when they last worked.

The year last worked was the most recent year in which the persons did any work at all, even for a few days, and not the year he last worked on a full-time job.

The work concept used here was consistent with the at work concept in the employment status section, but in addition included active service in the Armed Forces.

The wording and format of the item were developed through a series of pretests. The first one was conducted in the Philadelphia SMSA in 1957. The item appeared as follows:

When did he last work?

1. Since July 1, 1957
2. Between Jan. and June 1957
3. In 1956
4. Between 1950 and 1955
5. Before 1950
6. Never worked

In general, the item was satisfactory. The nonresponse rate was trivial and there were very few inconsistencies between the answers to this question and those to a separate question on whether the person had worked during the previous 12 months. However, there was difficulty in obtaining occupation and industry entries for persons who had not worked for a very long time. It was decided, therefore, to restrict the occupation and industry questions to persons who had worked within a reasonably recent period (since 1950). A parenthetical instruction to skip the items on occupation and industry if the person had not worked since 1950 was introduced into the format of the question and tested in Lynchburg, Va., in February 1958. The question appeared as follows:

When did he last work?

1. In 1958
 2. Oct.-Dec. 1957
 3. Jan.-Sept. 1957
 4. Between 1950 and 1956
 5. Before 1950
 6. Never worked
- } Skip
to
16A

The overall results were again satisfactory. The skip pattern of questioning met with approval from both the enumerators and the Washington observers. The nonresponse rate was acceptable.

In a pretest conducted in Dallas in 1958, the skip pattern again proved effective. In light of these results, it was decided to include the "skip" instruction for the item on the census FOSDIC schedule.

For the 1960 census, the wording of the question on the Household Questionnaire was identical to that on the sample FOSDIC schedule, but the format of the question differed in that the sample FOSDIC schedule employed a skip pattern of questioning. The question on the sample FOSDIC schedule was to be asked only of persons not at work; i.e., those answering no to item P22.

P26. When did he last work at all, even for a few days?
(Check one box)

Working now... <input type="checkbox"/>	1949 or earlier... <input type="checkbox"/>
In 1960..... <input type="checkbox"/>	
In 1959..... <input type="checkbox"/>	Never worked..... <input type="checkbox"/>
1955 to 1958.. <input type="checkbox"/>	
1950 to 1954.. <input type="checkbox"/>	

P26. When did he last work at all, even for a few days?

1960 <input type="checkbox"/>	1949 or earlier.. <input type="checkbox"/>	} Skip to P34
1959.. <input type="checkbox"/>	Never worked.. <input type="checkbox"/>	
1955-58 <input type="checkbox"/>		
1950-54 <input type="checkbox"/>		

} Ask
to
P27

The enumerators were trained in the definitions and concepts of the item. They were also given the following instructions which were included in the Enumerator's Reference Manual:

"1. Item P26 was to be answered for all persons who were not working in the preceding week--that is, everyone for whom the response in item P22 was 'no.'

"2. In transcribing data from the Household Questionnaire to the FOSDIC schedule, the enumerators were instructed to question by followup a date earlier than 1959 or a response 'never worked' in conjunction with an entry of 'yes' marked in item F30 on whether the person had worked at all the previous year (1959)."

No coding, screening, or manual editing was required for this item. When there was no entry for the item, the following allocations were made by the computer, in the sequence indicated:

1. If the employment status was with a job but not at work, 1960 was entered as the date last worked.
2. If the person was recorded as having worked in the previous year--yes in item P30--1959 was entered as the date last worked.

If there was still no entry in the year-last-worked item after these two types of allocations were made by the computer, the nonresponse was retained for tabulations.

Inconsistencies were resolved in the following manner:

1. If the response to the year-last-worked item was never worked and the person was classified as with a job but not at work, the year last worked was changed to 1960.

2. If the person was reported as having worked in the previous year--yes in item P30--but the entry for the date last worked was neither 1959 nor 1960, it was changed to 1959.

3. If the person was reported as not having worked in the previous year--no in item P30--but the date last worked was entered as 1959, it was changed to 1960 if the person's current employment status was unemployed or with a job, but not at work, and was changed to 1955-58 if the employment status was not in the labor force.

P27, P27a-P27e. INDUSTRY, OCCUPATION, AND CLASS OF WORKER

The questions on occupation, industry, and class of worker were designed to obtain job information on each person in the 25-percent sample who was 14 years old and over and who had worked in the period from 1950 to April 1, 1960. Information was obtained on (1) the kind of business or industry in which the person worked, (2) the kind of work he did, and (3) the class of worker, that is, whether an employee of a private company, a government employee, self-employed, or an unpaid worker in a family business. The name of the employer was also obtained as an aid in classifying the kind of business or industry.

All these questions related to one specific job. For an employed person, the job at which he was employed during the reference week was described, or, if he held more than one job during the week, the job at which he worked the greatest number of hours during that week. Unemployed persons and persons not in the labor force who had worked in 1950 or after were classified on the basis of the last job held.

The reference week for the job information on employed persons was the calendar week prior to the date on which the respondents filled their Household Questionnaire or were interviewed by enumerators. This was not the same week for all respondents because not all persons were enumerated during the same week. Most of the population was enumerated during the first half of April 1960.

A labor reserve classification was introduced for the first time in the tabulations of the 1960 census. Persons in this group were not in the labor force with work experience and comprised all those 14 years old and over who were not classified as members of the labor force but who had worked at some time between 1950 and 1960.

A category of experienced unemployed comprised unemployed persons who had held a job in the past; i.e., it excluded unemployed persons looking for their first job.

There were several differences between the wording on the Household Questionnaire and the sample FOSDIC schedule:

1. The Household Questionnaire items reading "This person last worked in 1949 or earlier," "This person has never worked," and "Worked in 1950 or later" were not on the FOSDIC schedule. They were on the Household Questionnaire to eliminate the need for a skip pattern, which was considered impractical for a self-enumeration form but appropriate for an enumerator schedule. The information could be obtained from item P26.

2. The instruction to describe activity at location where employed, in item P27b of the Household Questionnaire, was not on the FOSDIC schedule.

3. Item P27c on the Household Questionnaire--an item with check boxes designed to distinguish manufacturing, wholesale, and retail trade--was omitted

P27. Occupation (Answer 1, 2, or 3)	
1. This person last worked in 1949 or earlier --- <input type="checkbox"/>	} <input type="checkbox"/>
This person has never worked -----	
OR	
2. On active duty in the Armed Forces now ----- <input type="checkbox"/>	
OR	
3. Worked in 1950 or later --- <input type="checkbox"/>	Answer a to e, below.
Describe this person's job or business last week, if any, and write in name of employer. If this person had no job or business last week, give information for last job or business since 1950.	
a. For whom did he work?	
..... (Name of company, business, organization, or other employer)	
b. What kind of business or industry was this? Describe activity at location where employed.	
..... (For example: County junior high school, auto assembly plant, TV and radio service, retail supermarket, road construction, farm)	
c. Is this primarily: (Check one box)	
Manufacturing -----	<input type="checkbox"/>
Wholesale trade -----	<input type="checkbox"/>
Retail trade -----	<input type="checkbox"/>
Other (services, agriculture, government, construction, etc.) ---	<input type="checkbox"/>
d. What kind of work was he doing?	
..... (For example: 8th grade English teacher, paint sprayer, repairs TV sets, grocery checker, civil engineer, farmer, farm hand)	
e. Was this person: (Check one box)	
Employee of <u>private</u> company, business, or individual, for wages, salary, or commissions -----	<input type="checkbox"/>
Government employee (Federal, State, county, or local) -----	<input type="checkbox"/>
Self-employed in <u>own</u> business, professional practice, or farm -----	<input type="checkbox"/>
Working <u>without pay</u> in a family business or farm -----	<input type="checkbox"/>

from the FOSDIC schedule. The enumerators were instructed to incorporate the entry into the written entry for P27b when transcribing information from the Household Questionnaire.

4. Item P27e on the FOSDIC schedule contained an instruction to enumerators that they could mark the class of worker from entries in P27a-P27e if the correct entry was clear. On the Household Questionnaire the item included a list of the various classes of workers, with check boxes.

The wording of the industry and occupation questions depended on the time reference period used. The two approaches seriously considered were to inquire concerning (1) the job held longest during the preceding year, and (2) the job held during the preceding week. The time reference period received primary consideration not only because of its obvious relationship to schedule design and enumeration procedures but also because of its effects on tabulation and publication plans for demographic and economic data. Most of the arguments for the 1-week approach as opposed to those for a longer time period were the same as in the case of the employment status item; the 1-week approach had the advantage of being consistent with the previous two censuses as well as with CPS statistics. Furthermore, the availability of occupation and industry information on a 1-week basis for small geographic areas would constitute an important supplement to State and local statistics from establishment reports and social insurance records, most of which are on a "current" basis. Finally, economic data would have to be on a "current" basis to be compatible with the census demographic data for purposes of cross-classification. The principal arguments for a longer time reference were that the 1-week ref-

erence period might not provide a truly representative picture of the economic activity of the population of an area, and that it would aid in the evaluation of income data which were to be collected for the year preceding census. In addition, since many more persons work during the course of a year than in a given week, information on the work force for a year would provide a more complete inventory of the occupational skills of the population.

After careful consideration of the relative merits of the two approaches, and in consultation with several advisory groups, the 1-week reference period was selected.

Since many households would be enumerated a month or more after the start of enumeration, and many respondents who had had a change in work status during that time might have difficulty in recalling precise information for the particular week preceding April 1, it was decided to inquire regarding the week preceding enumeration of the particular household. In 1960, as in 1950, this decision was considered necessary because of the lengthy enumeration period, even though the information obtained from the different households would not all pertain to the same week. In 1940, a fixed reference week was used, so that the data referred to the same time period and could be related directly to demographic and other items in the census.

The wording and format of the questions on occupation and industry were developed in several pretests. The first of these was the pretest conducted in the Philadelphia SMSA early in November 1957. This pretest used two variations of the occupation and industry questions. The wording did not vary greatly in these schedules; most of the variations were in format. The major difference between the schedules was that, on one, the occupation and industry questions were asked prior to the questions on employment status whereas, on the other, the traditional approach of asking the employment status questions first was followed. The test results indicated that the traditional question order was preferable to the proposed alternate.

A change in concept from 1950 was introduced on both these schedules. In the 1950 census, questions on occupation and industry were asked only of those who were employed, unemployed, or had worked in 1949. To improve coverage, the questions were extended in the pretest to include anyone who had ever worked. The questions for persons not currently working related to the last job held.

A major reason for extending the coverage of these questions was to improve the reporting of occupation and industry for the unemployed and for those who worked during the preceding year. This aspect of the pretest was an almost unqualified success. The rate of nonresponses regarding the industry of the unemployed was very low, whereas in the 1950 census it exceeded 30 percent for Philadelphia. The nonresponse rate for those outside the labor force who had worked in the previous 22 months was also quite low, as compared with almost 40 percent in this area in the 1950 census. In evaluating this sharp improvement, however, account should be taken of the fact that the pretest was taken under conditions not present during a census, such as training and observation by Washington personnel, and a high ratio of crew leaders to enumerators. In addition, the high rate of nonresponses in 1950 is attributed in part to the format of the schedule used.

A second major reason for extending the time coverage of the occupation and industry questions was to obtain a broader inventory of the skills of the population beyond the current labor force and those who worked in

the previous year. Although it is difficult to evaluate this phase of the test, the results were generally encouraging. About half of the men and a third of the women currently outside the labor force reported that they had worked since 1950, and acceptable occupation and industry entries were obtained for nearly all of those so reporting.

Two schedule designs with alternate wording of the industry and occupation questions were used in another pretest which was conducted in Dallas, Tex., in March 1958. Schedule A departed from the order used in the 1950 census, the CPS, and earlier pretests in that the questions on industry were asked before the questions on occupation. The usual order was followed on schedule B, with the questions on occupation ahead of the ones on industry. During this pretest it appeared that enumerators and observers preferred schedule A, which gave the industry questions first, and that respondents found the questions easier to answer on schedule A. The nonresponse rates for the schedules confirmed these observations.

The general format of the Dallas schedule A was used with slight variations in several other pretests, such as the Lynchburg, Va., pretest in February 1958 and the Martinsburg, W. Va., pretest in October 1958. In these pretests, the emphasis was on other aspects of census taking. However, investigations were made of the efficiency of the industry and occupation entries and, since no flaws were revealed, the general format of the Dallas schedule A was adopted for the 1960 census.

All of the pretests had included a new item requesting name of the employer, to facilitate coding of the industry. This name was used in conjunction with a company name list which contained the industry codes determined by previous surveys of establishments. The Philadelphia pretest showed that in approximately three-fourths of the cases where coders could not assign a code, the industry entry could be classified by use of the company name entry. Other pretests also showed that the company name entry was of great assistance in coding the industry entry. Reports from observers indicated also that the company name was a definite aid to enumerators in obtaining industry descriptions. The 1960 census was the first to ask for company name.

In the 1960 census, the enumerators' manuals contained the following instructions:

"Item P27. Description of job or business.

- a. Fill items P27a to P27e for all persons who worked in 1950 or at any time since then.
- b. Describe in P27a to P27e the job held last week or the business operated, if any, and the name of employer. If a person held more than one job last week or operated a farm and worked also for someone else, describe the activity at which he worked the most hours. If a person did not have any job (or business) last week give the information for the last time he worked. There are four parts to the description of a person's job or business, P27a to P27e, all of which must be filled.

"Item P27a. For whom did he work?

- a. Enter the name of the company, business, government agency, or other employer. Give the name of the company, not the name of the supervisor, foreman, or owner of business. Do not abbreviate company names.
- b. For employers without company names, such as a dentist's or lawyer's office, some small retail stores, or a construction contractor, write the name of the owner.

c. For employees of a government agency, report the specific organization for which the person works. Be sure to state whether the organization is Federal (U.S.), State, county, city, etc. For example, City Tax Office, County Highway Commission, State Employment Office, U.S. Naval Shipyard. It is not sufficient to report merely that the person works for the U.S. Government or for the State government, city government, etc.

d. For a person now on active duty in the Armed Forces mark Armed Forces and leave P27a through P27e blank. The Armed Forces include Army, Air Force, Navy, Marine Corps, and Coast Guard. Members of the Merchant Marine or civilian employees of the Department of Defense, Army, Navy, or Air Force are not members of the Armed Forces. Service in a National Guard unit or short periods of active reserve duty do not count as active duty in the Armed Forces now. For a person not now employed but whose last work experience was active duty in the Armed Forces, report in P27a to P27e the military occupation which was his last assignment.

"Items P27b and P27c. What kind of business or industry was this?

"On the Household Questionnaire, there is an extra question P27c. You must transcribe both P27b and P27c in making your entry, in accordance with the rules described in the paragraphs that follow.

"Item 27d. What kind of work was he doing?

"The entry in P27d should describe the kind of work the person himself does, that is, his occupation. The job title is adequate if it tells clearly and specifically what he does; for example, janitor, sales clerk, TV serviceman, auto mechanic. If his job title is not an adequate description, find out what he does, for example, nails heels on shoes, operates dough-cutting machine.

"Item 27e. Class of worker.

a. This item answers the three following questions:

(1) Was the worker self-employed, or did he work for someone else?

(2) If he was an employee of someone else, was he paid, or did he work without pay in a family business or farm?

(3) If he was paid, was the work for a private business or organization, or did he work for the Federal, State, county, or local government?

b. Schedule item P27e can frequently be filled if complete and specific information has been obtained in a, b, c, and d. If there is any doubt at all, you must confirm the correctness of the entry with the respondent."

The enumerator's manual also explained how to enter several special cases and gave examples of adequate and inadequate entries for both occupation and industry.

Since the item on class of worker was preceded by the enumerator, all that was required in processing the data was a check for consistency with other entries for the person, and coding of any blanks. Because 70 percent of all workers were employees of private companies, workers for whom there was no class-of-worker entry were assigned to this category unless there was evidence that he belonged in another category.

In order to present data on industries and occupations, of which there are many thousands in this country, a system of classification must be used. A major consideration in developing a system is the extent of detail that can be obtained from the raw information. It is

desirable to show as much detail as possible to meet the needs of the many types of users of the data; however, the amount of detail that can be shown is limited by two factors. One of these is the amount of codable information reported on the returns. Often neither the enumerator nor the respondent is aware of the many different occupations using the same terms (e.g., engineer, technician, or clerk) and does not give the precise description required to properly classify small groups. Sometimes the work activity of a person crosses occupational lines as usually defined, and not enough detail is given to enable a precise determination to be made as to the best description. In industrial classification, a major problem is in classifying a business with multiple activities. Here also the returns often do not have the detail needed to distinguish the entry from similar industries. The other major factor is cost. Generally speaking, increasing the detail shown in a classification system increases the costs of coding and tabulation.

Another consideration in the development of a classification system is comparability with other classifications. The classifications used in earlier censuses must be considered for purposes of historical comparison. In addition, the classification used should also be comparable to those employed by other Government agencies, although those classifications may have been designed for different purposes. For example, the occupational classification developed by the United States Employment Service for its Dictionary of Occupational Titles is used primarily for placement and counseling purposes. The Standard Industrial Classification, developed under the sponsorship of the U.S. Bureau of the Budget, is primarily for reports from establishments rather than households. For both industries and occupations, international standard classifications have been developed under the auspices of the United Nations and the International Labour Office. Comparability between these classifications and the U.S. population census was maintained to the extent possible; the categories used in the U.S. census can be regrouped to obtain data for the groups used in the international classifications.

The 1960 occupational classification consisted of 11 major groups and 297 specific occupation categories, plus a not reported category. Thirteen of the categories were further subdivided according to such criteria as class of worker and industry. The total number of items in the occupational classification used for 1960 was 516, compared to 469 in 1950.

Although changes were made in practically all major groups between 1950 and 1960, most of the changes occurred in the groups professional, technical and kindred workers; clerical and kindred workers; operative and kindred workers; and laborers, except farm and mine, all of which increased in number of categories.

The major groups of occupations were the following:

Professional, technical, and kindred workers
Farmers and farm managers
Managers, officials, and proprietors, except farm
Clerical and kindred workers
Sales workers
Craftsmen, foremen, and kindred workers
Operatives and kindred workers
Private household workers
Service workers, except private household
Farm laborers and foremen
Laborers, except farm and mine
Occupation not reported

The classification of industries had fewer categories than the classification of occupations. The total number for 1960 was 149, including a not reported category, as compared with 147 in 1950. The most significant

changes in the industry classification scheme were the movement of the category accounting, auditing, and book-keeping services from the major group business and related services to professional and related services, and the movement of the category radio broadcasting and television from the major group entertainment and recreation services to transportation, communication, and other public utilities.

The 1960 census industrial classification was organized into 12 major groups plus a not reported category, as follows:

Agriculture, forestry, and fisheries
Mining
Construction
Manufacturing
Transportation, communication, and other public utilities
Wholesale and retail trade
Finance, insurance, and real estate
Business and repair services
Personal services
Entertainment and recreation services
Professional and related services
Public administration
Industry not reported

In many cases detailed occupational and industrial classifications were not the most appropriate way to present the data. In the smaller areas, for example, classification of a few people into a 516-category classification would have been statistically undesirable and would have involved great expense. Consequently, condensed and intermediate classifications were prepared by selecting some categories and combining others. For presentation of some data for States and SMSA's, intermediate occupational classifications with 161 categories for males and 70 for females were used. The usual intermediate classification for industry had 71 categories. Other shorter lists were used in several tables for industry and occupation data.

Twelve of the most frequently encountered industrial categories were given letter codes from A to M excluding I, and twelve of the most frequently encountered occupational categories were given letter codes from N to Z excluding O. (Letters were used for these codes because the coder had to mark only one circle for a letter, with consequent gains in speed and accuracy for the most common industry and occupation categories.) The rest of the industrial categories were given 3-digit codes ending in digits 6-9, and the rest of the occupational categories were given 3-digit codes ending in digits 0-3. Thus, no code was used for both an industrial and an occupational category. The code box for industry on the FOSDIC schedule did not have circles for 0-5 in the units column, and the code box for occupation did not have circles for 6-9 in this column. These precautions were taken to prevent switching of occupation and industry codes.

Approximately 30,000 occupation titles and 20,000 industry titles were assigned the proper codes, arranged alphabetically, and published in the 1960 Census of Population Alphabetical Index of Occupations and Industries.¹ As new titles were found in the census returns, they were added to the index. Later a revised edition of the alphabetical index was published. The classifications have also been published in an arrangement by codes in the 1960 Census of Population Classified Index of Occupations and Industries.¹

A separate coding section was set up for industry and occupation coding. Clerks were given a training and

testing period for this type of coding. After training, they were assigned to coding units. In training, coders were instructed to code only if they found the exact entry in the index or, for industry, found the code for the company on the company name list. As the coders became more experienced, they were given rules to allow them to code more entries. Entries that could not be coded by this scheme were referred to subject specialists.

In the machine edits for industry and occupation, entries were allocated to blanks by the following procedures:

1. If the Armed Forces circle was not marked and P27b, c, d, and e were blank, industry and occupation were made not reported.

2. If there was no industry code for P27b and c, the code for industry not reported was assigned except in those instances where the following occupation codes were entered in in P27d:

If occupation code was--	Industry was made--
Mail carrier, postal clerk, or postmasters.	Postal service
Farmer, farm managers, or farm laborers	Agriculture
College presidents, professors, and instructors (not elsewhere classified). . . .	Educational services
Student professional nurse. . .	Hospital
Buyers and department heads, store	Not specified retail trade
Inspectors, public administration or former members of the Armed Forces.	Federal public administration
Officials and administrators (not elsewhere classified), public administration, marshals and constables or sheriffs and bailiffs. . .	Local public administration
Officials, lodge, society, union	Nonprofit membership organization
Baggagemen, transportation or ticket, station, and express agents	Railroads and railway express service
Telegraph messengers	Telegraph
Conductors, bus and street railway or motor men, street, subway, and elevated railway.	Street railway and bus lines
Mine operatives.	Nonmetallic mining and quarrying, except fuel
Private household workers . .	Private households
Boarding and lodging house-keepers.	Hotels and lodging places
Midwives	Medical and other health services, except hospitals

3. If there was no occupation code in P27d but industry was coded in P27b and c and class of worker was coded in P27e, the code for occupation not reported was assigned except in the following cases:

¹ See bibliography at end of chapter.

If industry was--	If class of worker was reported as--	Occupation was made--
Agriculture.....	Employee of private company or government.....	Farm laborers, wage workers
Agriculture.....	Self-employed.....	Farmers
Agriculture.....	Without pay.....	Farm laborers, unpaid family workers
Private household.....	Employee of private company.....	Private household workers
Legal services...	Self-employed.....	Lawyers and judges
Insurance.....	Self-employed.....	Insurance agents, brokers, and underwriters
Real estate.....	Self-employed.....	Real estate agents and brokers

4. If there was no code for class of worker, the code for *employee of private company* was assigned except in the following cases: If industry was agriculture and occupation was farmers or farm service, laborers, self-employed, the class of worker was made *self-employed*. However, if industry was agriculture and occupation was farm laborers, unpaid family workers, the class of worker was made *without pay*. If the industry code was for public administration, the class of worker was made *government*.

5. A system of allocation was developed for cases where one or two of the three digits of a code were blank. Whenever the first (hundreds) digit or any two digits were blank, the entry was assigned to the not reported group. Each of the major occupational groups that ended a series of 100 in the code scheme, and most of the major industrial groups, had a "not elsewhere classified" line; if the second (tens) digit of a code was blank, the item was allocated to the "not elsewhere classified" line except for the few major industrial groups without the not-elsewhere-classified category for which the item was assigned to the industry not reported group. Whenever the units digit was blank, the item was allocated to the largest item among the possible choices.

6. An allocation was made for impossible codes (i.e., numbers not in the code scheme), generally to the nearest good code.

7. Edits were made to correct impossible combinations of occupation, industry, and class of worker entries. One of the reported entries was changed in accordance with a predetermined set of rules to make the combination consistent.

When the machine edit of blanks was being run, the computer stored the tally of the number of blanks. If the number of blanks in an ED reached a preset level, the ED was rejected. These ED's were sent to a diary review section (see part I, chapter 8).

Most ED's that were rejected for industry and occupation coding consisted of group quarters, such as student nurses' dormitories, where the coder had failed to code the entries for the sample persons, and these cases were repaired by hand.

In tabulation, the universes used most frequently were the employed and the experienced civilian labor force. Other universes used were the nonwhite employed and nonwhite experienced civilian labor force, the unemployed, the labor reserve, and wage and salary

workers. The report *Occupational Characteristics* (series PC(2)-7A) had a few other special universes for single tables. In the tabulations, the 297 occupational codes were cross-classified with class of worker and industry to produce the 479 lines shown in the stub of the tables on detailed occupation in the U.S. summary of Volume I, Chapter D, *Detailed Characteristics*, and the 516 lines in the *Occupational Characteristics* report. The detailed industry tables had a line for each of the 149 codes. In many tabulations the detailed occupation and industry lines were combined to produce shorter stubs. Special subject-matter reports on teachers and professional workers had specially selected stubs.

P28a-c, P29. JOURNEY TO WORK

Questions on the location of place of work and the means of transportation used in getting to work were asked for the first time in the 1960 census. The purposes of this inquiry were (1) to provide statistics on the amount and character of commuting among communities, as an aid in understanding the relationships among place of residence and place of work in metropolitan communities--relationships which are interwoven with the social and economic organization of urban communities, and (2) to provide statistics on characteristics of the labor force on the same geographic basis as establishment data.

This information was obtained with a set of questions on the Household Questionnaire.

If this person worked last week, answer questions P28 and P29

P28. What city and county did he work in last week? If he worked in more than one city or county, give place where he worked most last week.

a. City or town.....

b. If city or town--Did he work inside the city limits? { Yes..
No..

c. County..... State.....

Information obtained from these questions was transcribed to a block on the sample FOSDIC schedule.

P28a. If he worked last week ("Yes" in P22)-- What city (or town) did he work in last week?

Not in a city. Skip to P28c

This city...

Different city--> Specify.....

P28b. If city or town--Did he work inside city limits? { Yes
No

P28c. What county (and State) did he work in?

This county...

Different county--> Specify County..... State.....

Since plans for presentation of these data called for identification of cities of 50,000 or more population as distinct from the remainders of the counties in which located, it was necessary to ask about both city and county in which the job was located. Moreover, it had been decided that in the New England States, where towns were used as building blocks for SMSA's, each town in the more populous areas should be identified in order to achieve maximum flexibility in ordering the data for the purpose of evaluating the delineations of statistical areas.

The population which was asked about place of work (civilians employed and at work during the reference week and members of the Armed Forces not sick, on leave, etc.) were also asked about the means of transportation used to get to work during the week.

The information obtained on the Household Questionnaire was transcribed to the FOSDIC schedule except

P29. How did he get to work last week?
(Check one box for principal means used last week)

Railroad.....	<input type="checkbox"/>	Taxicab.....	<input type="checkbox"/>	Walk only.....	<input type="checkbox"/>
Subway or elevated.....	<input type="checkbox"/>	Private auto or car pool.....	<input type="checkbox"/>	Worked at home.....	<input type="checkbox"/>
Bus or streetcar.....	<input type="checkbox"/>	Other means—Write in:			

that the enumerator was instructed to assign an entry of other means of transportation if it appeared appropriate.

Since this question appeared in the census for the first time, persons with background and interest in this subject were invited to participate in the discussions of tabulation plans. This group presented a series of proposals concerning the collection and tabulation of statistics relating to place of work, means of transportation to work, and time spent in travel to work. It was decided on the basis of these and other recommendations to include questions on place of work and means of transportation to work.

Questions on place of work were asked in pretests in Yonkers, N.Y., in the spring of 1957; in the Philadelphia, Pa., area in the fall of 1957; in the Dallas, Tex., area in the spring of 1958; and in Hickory, N.C., in the winter of 1959. The question on means of transportation to work was tested in Hickory, N.C.

Although the Yonkers pretest included a question on place of work, the main purposes of that pretest were to test the operation of the FOSDIC system and to try differing enumeration procedures. The Philadelphia and Dallas pretests were more elaborate tests of the items on the questionnaires, and, for place of work, were undertaken in highly suitable surroundings since it was expected that the most valuable statistics on place of work would be those for large urban communities.

Two different approaches to obtain place of work information were tried in both Dallas and Philadelphia. One entailed the use of an area map which was shown to the respondent after he had supplied the postal address of his place of work. The respondent was asked to identify on the map the area in which he worked. The alternate procedure consisted of asking the respondent for the postal address of his place of work and, if a city or town was mentioned, whether the place of work was inside the city limits. The "city limits" approach was adopted because of apparently greater accuracy of responses.

Decisions to drop a category of no fixed place of work and to ask for city or town, county, and State rather than postal address were made on the basis of experience up to this point.

The final test of census questions and operations was a pretest undertaken in Hickory, N.C. The Hickory test included a household questionnaire to be filled by the respondent and a FOSDIC form to which entries were to be transcribed by the enumerator. The question on place of work, modified as indicated by the Philadelphia and Dallas pretests, and the question on means of transportation were both almost identical to those later used in the 1960 census. The major difference between the items in the Hickory pretest and in the 1960 census was that in the pretest the only FOSDIC circles for use by the enumerator were those indicating a yes or no to the question on whether place of work was inside city limits, if a city or town had been mentioned. After the Hickory test, FOSDIC circles for both items were added to the

1960 census schedule, as a labor-saving device for both enumerators and coders. (During tabulation it was discovered that both enumerators and coders had misused these circles. See discussion at the end of this section.)

For the 1960 census, the enumerator was instructed to obtain information on place of work and means of transportation to work for all persons 14 years old and over who were employed and at work during the week preceding enumeration and members of the Armed Forces who were not sick, on leave, etc.

The circle for this city was to be marked if the respondent mentioned the same city or town in which he was living, but a written entry was called for if he mentioned a different city, town, or village as his place of work. If the place of work was not in a city, town, or village, the not in a city circle was to be filled. A report of a city or town as a place of work was to be followed by the question on whether the place of work was within the city limits. The response was recorded as yes or no by filling the appropriate FOSDIC circle.

Information on county and State was also obtained. The enumerator marked the this county circle if the place of work was in the same county as that of the respondent's residence, or wrote in the names of the county and the State if a different county was reported.

A respondent who had more than one job was asked to report on the job on which he had worked the greatest number of hours during the reference week. If a respondent reported that he had worked in several areas during the reference week, he was asked the location of the central office or headquarters to which he reported each day, if any, or to report the city or county in which he had spent the largest part of his time during the preceding week.

Special instructions were provided for reports of places of work in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut. With the exception of northern sections of New Hampshire and Vermont, these States are divided into towns which constitute the primary areas of civil organization below the State level and which are recognized in their respective States as incorporated places. It was decided, therefore, to obtain information in all cases, in these States, on the specific town in which the work was located, and the enumerator was so instructed. Places of work in foreign countries were to be recorded only in terms of the name of the country.

The enumerator was instructed to mark one circle to denote the principal means of transportation to work used during the preceding week. If more than one means was used, the one which covered the greatest distance was to be entered. If different means were used on different days, the means used most frequently was recorded.

The coding scheme used in coding responses on place of work is shown in the tabulation below, code scheme for place of work. In general, written entries of city, county, and State in the P28 section of schedule were looked up in a list of place names in which the 4-digit migration and place of work codes were shown for each coded component of the United States, that is, for each central city of an SMSA, other city of 50,000 or more inhabitants, minor civil divisions in New England States, census county divisions in Hawaii, independent cities in Virginia, and each county or county equivalent.¹ The

¹ These area codes and the areas to which they refer are shown in: U.S. Bureau of the Census, Geographic Identification Code Scheme, Washington, D.C., U.S. Govt. Print. Off., 1961.

appropriate code was then entered in the item P28 code box. As an aid in coding entries which supplied only partial or inappropriate information, lists of place names, lists of subcommunities in selected cities, and lists of military establishments were also provided for use by the coders.

The item on means of transportation to work was precoded by the enumerators, so no additional clerical coding was required.

The FOSDIC record of means of transportation was read directly onto the individual record on the computer tape, without modification, for every person determined by the labor force edits to be a worker. The FOSDIC marks in the place of work item and code box were similarly entered on the computer tape but in addition a simple recode was recorded. The recode divided the records into those which had (1) 4-digit codes; (2) those which had no 4-digit codes but had item box marks of this city and yes (or blank) for inside city limits; (3) those which had no 4-digit codes and had only a this county entry in the place-of-work box; and (4) a residual of not ascertained.

Almost all tabulations of data on place of work and means of transportation to work include the population aged 14 years old and over employed and at work during the reference week and also members of the Armed Forces not sick, on leave, etc. The only exceptions were tabulations which were made to provide information on the occupational or industrial characteristics of civilians, excluding the Armed Forces.

The tabulation of place of work was undertaken in the context of place of residence, since the primary concern was with the journey to work. In volume I, chapter C, of the 1960 population census reports, for a variety of areas of residence, places of work are dichotomized into the county of residence and elsewhere. In chapter D and in the series PHC census tract reports, the population residing in components of the larger urban communities is distributed over place-of-work components of the same communities. The volume II subject report on the journey to work is an extension of the latter kind of tabulation and shows the size of streams of workers traveling between areas of residence and areas of work, by various characteristics of the workers.

The item on means of transportation to work is represented in the census reports in terms of numbers of workers using each means of transportation, with no information on characteristics of the workers except place of work in volume I, chapter D, and a few population characteristics in the volume II subject report on journey to work.

Two types of defects in the data were discovered in the review of early tabulations of place-of-work statistics which may have a serious effect on statistics which distinguish between cities and the remainder of the counties in which the cities are located. One type of defect may be attributed to the enumerator's transcription of place-of-work information from the Household Questionnaire to the FOSDIC schedule. The other type was located in the coding of place of work. Both types of error appear to be present only in the records for ED's

CODE SCHEME FOR PLACE OF WORK

Responses in P28a-c			Codes for P28 code box
P28a	P28b	P28c	
Written entry of U.S. city	Yes (if blank, marked yes)	This county:	
		City on place-of-work list.....	State and city
		City not on place-of-work list.....	No code
	No	Different county and State:	
		City on place-of-work list.....	State and city
		City not on place-of-work list.....	State and county
Blank or entry other than U.S. city	Blank.....	State and/or county (list of place names used to get these)
		This county.....	No code
		Different county.....	State and county
		Blank.....	State and/or county (list of place names used to get these)
		This county.....	No code
		Different county:	
		No city of 50,000+.....	State and county
		City of 50,000+:	
		Other than <u>this city</u> marked, or blank.....	State and county
		<u>This city</u> , and 28b, yes or blank...	State and city
<u>This city</u> , and 28b, no.....	State and county		
State.....	State code and 00		
At sea or aboard ship.....	96 and 00		
Possession.....	97 and code for possession		
Foreign.....	98 and code for foreign country		
Armed Forces.....	99 and 00		

located in counties containing central cities of SMSA's or other cities of 50,000 or more which had unique codes assigned to them to distinguish them from the remainder of their respective counties as places of work. Both types resulted in understating the number of workers who worked in the central city and resided outside the central city but in the same county.

The enumerator error occurred as a result of a tendency to mark the this city circle if the place of work was in a nearby large city, with the result that the place of work was recorded as being the same as the place of residence and outside the large city. To correct this, persons reported on the FOSDIC schedules as working in this city—inside city limits and in this county were allocated to place of work in the largest city in the county if they resided in an unincorporated part of a county in an SMSA, except in the New England States and New Jersey. Although it was found that some written entries on the Household Questionnaires affected by this error referred to places other than the largest city in the county, it was also found that some instances of this kind had occurred in the smaller incorporated places in these counties. It was expected that these over- and under-corrections might cancel one another.

The coding error resulted from the failure of the coders to enter a 4-digit code for a coded city (i.e., a central city of an SMSA or other city of 50,000 or more which was uniquely identified in the code scheme) listed as place of work. It has been speculated that the failure to code the city resulted from the coder's expectation that only the better known cities, such as Chicago, Detroit, and Pittsburgh, would have unique codes. If the county did not contain a large, coded city, the enumerator's mark of this county in the place-of-work box was sufficient in identifying the place of work.

The tables in chapter C of volume I should not be affected by these errors, since these tables show place of work only in terms of counties. The tables in chapter D of volume I and in the volume II report (part 6D, which deals with journey to work) and in the series PHC reports, on census tracts, may contain biases from these errors.

P30, P31. WEEKS WORKED IN 1959

Information on work experience in 1959 was obtained from two questions. The first, for each person 14 years old and over in the 25-percent sample, asked if the person had worked at all, even for a few days, during 1959. The second, asked of those persons for whom the answer to the first question was yes, asked how many weeks were worked during 1959.

The number of weeks worked was defined as the number of different weeks during 1959 in which a person did any work for pay or profit (including paid vacation and sick leave) or worked without pay on a family farm or in a family business. Weeks of active service in the Armed Forces were also included as weeks worked.

The wording of the questions on the Household Questionnaire was similar to that on the sample FOSDIC schedule. However, there were basic differences in format.

The skip pattern on the sample FOSDIC schedule, which employed arrows and notations directing the enumerator as to which questions to ask depending on the response to the previous question, made it unnecessary to ask an irrelevant question on the number of weeks worked by a person who had not worked in 1959. It also

P30. Last year (1959), did this person work at all, even for a few days?

Yes No

P31. How many weeks did he work in 1959, either full-time or part-time? Count paid vacation, paid sick leave, and military service as weeks worked.
(If exact figure not known, give best estimate)

13 weeks or less 40 to 47 weeks
 14 to 26 weeks 48 to 49 weeks
 27 to 39 weeks 50 to 52 weeks

P30. Last year, 1959, did he work at all, even for a few days?

Yes Ask P31
 No Skip to P34

P31. How many weeks did he work in 1959, either full-time or part-time? Include paid vacation, paid sick leave, and military service

13 or less
 14-26
 27-39
 40-47
 48-49
 50-52

Ask P32

provided guidelines for asking the question on income. In addition, the item on the year last worked provided a means of skipping both P30 and P31 if a person had no recent attachment to the labor force.

The questions were pretested in the fall of 1957. The definition of weeks worked used then proved to be unclear to many respondents and enumerators; they tended to count only those weeks in which the respondent had worked a full week. Also, a problem arose because persons who reported having last worked prior to the previous year, or who had never worked, were to be asked questions on weeks worked and earnings in the previous year. This situation created awkwardness so that enumerators sometimes omitted the irrelevant questions and thus added to the nonresponse rate.

Modifications in the format of the question were tested in Lynchburg, Va., in 1958. The item was divided into two questions, the first to determine if the person had worked at any time during the previous year and the second to determine the number of weeks worked by persons who had worked during the year. The results of this pretest proved quite satisfactory. The rate of nonreporting on the item was only 0.9 percent. However, it was evident that the meaning of weeks worked was still unclear, especially as applied to irregular and marginal workers.

For the next pretest of the question, in Dallas, Tex., in 1958, a parenthetical note was added following the question as a reminder that paid vacations, paid sick leave, and military service were to be included as weeks worked. Check boxes were added for intervals of weeks worked. This pretest was designed primarily to determine the relative feasibility and effectiveness of alternate formats for the questions; one employed a skip pattern and the other did not. The results of the pretest showed a non-reporting rate of 1.3 percent on the form that used a skip pattern and 2.3 percent on the other form. The form with the skip pattern also proved superior in consistency of responses to the questions on work experience and earnings.

Although the skip pattern had proved successful in the pretests in which enumerators had asked the questions,

it was thought that it might prove difficult for a respondent to follow on a self-enumeration questionnaire, and also that having respondents read an inappropriate question would not have as harmful results as having the enumerators ask one. Therefore, in December 1958, in view of the decision to use a form of self-enumeration in the census, a pretest was conducted in Philadelphia, Pa., to test two self-enumeration schedule formats, one employing a skip pattern and the other omitting it. The schedule with no skip pattern proved superior; on balance it had fewer inconsistencies and a lower nonresponse rate. From this evidence this schedule, with the introduction of a modified skip pattern, was adopted for use in the Household Questionnaire for the 1960 census.

Instructions in the enumerator's manual were the following:

"1. All persons 14 years old and over who had worked or been in the Armed Forces since 1950 were to be asked if they had worked at all in 1959 (item P30). If the mention of 1959 reminded the respondent that the person being reported had worked more recently than the year marked in item P26 (year last worked), the enumerator was to make the necessary change in that item.

"2. The questions on number of weeks worked in 1959 (item P31) and on amount of earnings in 1959 (items P32-33) were to be asked only for persons for whom the answer to P30 was affirmative. If the answer to P30 was no, the enumerator was to skip questions P31 through P33 and ask P34 on receipt of income other than earnings in 1959.

"3. Any week in which a person did any work, even for an hour or so, and also any week for which he received wages or salary, was to be counted in the answer to item P31. For example, a school teacher who worked 40 weeks but was paid for a full year was to be counted as having worked '50-52 weeks.' If the period of work was reported in months, the number of full months was to be multiplied by 4 1/3 to obtain the number of weeks worked. Since the schedule included only six categories of number of weeks worked, the enumerator was not required to obtain answers more precise than the categories used on the schedule."

Clerical coding was not necessary for the work experience item, but certain cases did require clerical editing. These cases occurred in special types of group quarters, such as migratory labor camps and college dormitories, for which a large percentage of the entries were inadequate. An entry for the item on work experience and, if warranted, an entry for the item on weeks worked were allocated in cases of nonresponse, from a distribution of the work experience of occupants of similar dwelling places.

A computer editing and allocation procedure assigned entries for all persons 14 years old and over for whom a response was required and none was reported for the question on whether the person worked at all in 1959, and resolved inconsistencies in responses to this question and the ones on the number of weeks worked in 1959, earnings in 1959, and year last worked.

If the item on year last worked (P30) was blank but should have had an entry, the machine allocated an entry according to the particular circumstance and in the sequence shown below:

1. If item P31 contained an entry showing some weeks worked, *yes* was allocated for P30.
2. If item P31 was blank but there was an amount in either item P32 or P33, *yes* was allocated for P30.
3. If item P31 was blank but "none" was indicated in both items P32 and P33, *no* was allocated for P30.

4. If 1959 was entered for item P26, *yes* was allocated for P30.

5. If 1950-54 or 1955-58 was entered for item P26, *no* was allocated for P30.

6. If, after the above steps, there still was no response allocated for P30, the entry of a previously reported person having similar characteristics was used. The characteristics in the matrix were sex, age, whether in labor force, color, and for men aged 14-24 and women aged 14-44, school enrollment; for women aged 18 and over, marital status; and for married women aged 18-44 with spouse present, whether they had ever had children.

P32 - P34, INCOME

Information on income received in 1959 was obtained from responses to three questions asked of sample persons 14 years old and over. The wording of the questions and the concepts underlying them were generally the same in the 1960 census as in the 1950 census. The two censuses differed, however, in the method of obtaining family income data. In 1950, family income for each of the three types of income was obtained by asking income questions of all members of a family other than the head as a group when a sample person was head of the household. The total was then derived by adding the income of the head to the group report for all other family members. Partly because data on family income were collected on a group rather than on an individual basis in 1950, separate income figures based on family income distributions in 1950 were about 15 percent below those derived from the distributions of persons. In 1960, statistics on family income were obtained in the tabulation stage (see below).

As defined in the 1960 census, income was the sum of money received by persons 14 years old and over from wages or salaries, net income (or loss) from self-employment, and income other than earnings.

Income from wages or salary was the total money earnings received for work performed as an employee, including wages, salary, pay from Armed Forces, commissions, tips, piece-rate payments, and cash bonuses earned.

Self-employment income was net money income (gross receipts minus operating expenses) obtained from a business, farm, or professional enterprise in which the person was engaged on his own account or as an unincorporated employer. Gross receipts included the value of all goods sold and services rendered. Expenses included the costs of goods purchased, rent, heat, light, power, depreciation charges, wages and salaries paid, business taxes, etc.

Income other than earnings was money income received from sources other than wages or salary and self-employment, such as net income (or loss) from rents or receipts from roomers or boarders; royalties; interest, dividends, and periodic income from estates and trust funds; Social Security benefits; pensions; veterans' payments, military allotments for dependents, unemployment insurance, and public assistance or other governmental payments; and periodic contributions for support from persons who were not members of the household, alimony, and periodic receipts from insurance policies or annuities.

Receipts from the following sources were not included as income: money received from the sale of property, unless the recipient was engaged in the business of selling such property; the value of income "in kind," such as free living quarters or food produced and consumed in the home; withdrawals of bank deposits; money borrowed; tax refunds; gifts and lump-sum inheritances or insurance benefits.

There was a very slight variation in the wording of the questions on income as they appeared on the Household Questionnaire and the sample FOSDIC schedule.

<p>P32. How much did this person earn in 1959 in wages, salary, commissions, or tips from all jobs? Before deductions for taxes, bonds, dues, or other items. (Enter amount or check "None." If exact figure not known, give best estimate.)</p> <p>\$00 OR None... <input type="checkbox"/></p> <p>(Dollars only)</p>
<p>P33. How much did he earn in 1959 in profits or fees from working in his own business, professional practice, partnership, or farm? Net income after business expenses. (Enter amount or check "None." If exact figure not known, give best estimate. If business or farm lost money, write "Loss" after amount.)</p> <p>\$00 OR None... <input type="checkbox"/></p> <p>(Dollars only)</p>
<p>P34. Last year (1959), did this person receive any income from:</p> <p>Social security Pensions Veteran's payments Rent (minus expenses) Interest or dividends Unemployment insurance Welfare payments Any other source not already entered</p> <p>Yes... <input type="checkbox"/> No... <input type="checkbox"/></p> <p>What is the amount he received from these sources in 1959? (If exact figure not known, give best estimate)</p> <p>\$00</p> <p>(Dollars only)</p>

The sample FOSDIC schedule differed from the Household Questionnaire in providing for a "skip-pattern" in the income section; i.e., the individual income items used depended on responses to previous questions.

<p>P32. How much did he earn in 1959 in wages or salary from all jobs? Before taxes, bond deductions, etc. \$ Ask P33 Include commissions and tips None <input type="radio"/></p>
<p>P33. How much did he earn in 1959 working in his own business, professional practice, partnership, or farm? \$ Ask P34 Net income after business expenses None <input type="radio"/></p>
<p>P34. Last year, 1959, did he receive any income from: Social Security, pensions, or veteran's payments; Rent, interest, or dividends; Unemployment insurance or welfare payments; Any other source not already reported? Yes <input type="radio"/> → Enter amount for entire year \$ No <input type="radio"/></p>

Thus, for persons who replied to item P26 that they had never worked or had last worked in 1949 or earlier or who replied to item P30 that they had not worked in 1959, no entry was required on wage or salary income (P32) or self-employment income (P33). However, an entry for other income (P34) was required for all sample persons 14 years old and over regardless of previous work experience. Where the sample FOSDIC schedule was used in direct enumeration, the skip-pattern had the advantage of reducing the number of questions required for the direct interview.

The Enumerator's Reference Manual contained extensive instructions, with examples, on the income concepts and on how to make the proper entries. In addition, a film strip, "Income," was used to present to the enumerators the most important rules for getting the information accurately. The instructions to enumerators also included the following points:

1. They were not to ask the respondents to refer to their Federal individual income tax forms, but if a

respondent did so they were to make use of the information on the forms. Detailed instructions covered the differences between the two income concepts and the specific lines on the various Federal individual income tax forms that corresponded to each census item on income.

2. Income received in 1959 by inmates of institutions for duties performed in the institution was to be reported as income other than earnings and entered on the FOSDIC schedule in item P34 and not in either of the earnings items. Earnings of inmates for work performed outside the institution were to be reported as either wage or salary income or self-employment income.

3. When a respondent expressed doubt about answering the income questions, the enumerator was instructed to reassure the respondent that the information he gave would be kept confidential, that not even members of the Federal Bureau of Investigation or the Internal Revenue Service had access to census records, and that census data were to be published only as statistical summaries. If a respondent did not understand why census data on income could not be obtained from income tax returns, the enumerator was to explain that tax returns alone were inadequate for census purposes since not all people file tax returns and not all kinds of income are taxable (and hence would not be reported on income tax returns). In addition, information on age, education, and other items needed to study the income of American families does not appear on the tax returns.

Enumerators were required to make an entry on the sample FOSDIC schedule for each type of income for every person 14 years old and over except where the respondent's replies to the work experience questions provided information which made it clear that the enumerator could omit all or part of the income section. If the respondent reported that he had no income of a specified type, the circle for *none* was to be filled for that type. Income received during the year was recorded to the nearest whole dollar. If more than \$25,000 was reported, the enumerator was instructed to enter 25,000. An entry of *even* was to be made whenever a respondent reported that his business or farm expenses just balanced his receipts from this source. If a loss was reported for a specified type of income, the amount was to be entered and the word "loss" was to be written above the amount.

If, in transcribing the entries from the Household Questionnaire to the sample FOSDIC schedule, the enumerator found any unreasonable or inconsistent entries, he was to inquire about them by telephone or personal visit. Enumerators were specifically told not to accept the combination of *no* in the worked-last-year item (P30) with earnings reported for wage or salary (P32) or self-employment income (P33), nor the combination of *yes* in the worked-last-year item with both the wage and salary item and the self-employment-income item left blank. In addition, enumerators were instructed to follow up if the respondent entered the same amount in two of the three income items or if the entry in "other income" (P34) was the sum of the entries in the other two income items.

If the respondent indicated a range, such as \$5,000 to \$6,000, instead of a specific amount in any income item, either in direct interview or on the Household Questionnaire, the enumerator was instructed to enter the mid-point of the range, e.g., \$5,500, on the schedule. If an entry was an estimate of more than or less than an amount, the enumerator added or subtracted \$100 from the amount given and entered the result on the schedule. An approximate figure, such as *about \$4,000* was entered as the exact amount.

In the office processing of the schedules, the enumerator's written entry for each type of income on the

schedule was converted into a 3-digit code marked in the appropriate circles in the code box on the same schedule.

Positive dollar entries up to \$9,999 were coded in tens of dollars by dropping the last digit of the dollar amount; thus, \$10 to \$19 was coded as 001, and \$9,990 to \$9,999 was coded as 999, etc. Entries between \$10,000 and \$25,999 were coded in thousands of dollars by dropping the last three digits of the dollar amount (and adding an "A" to indicate that the amount was in thousands); e.g., \$10,000 to \$10,999 was coded as 10A. Amounts of \$25,000 or more in any income item were coded as \$25,000. Losses were indicated with an A in front of the numbers. Losses in self-employment income (P33) or "other income" (P34) were coded in hundreds of dollars up to \$9,999 by dropping the last two digits, while losses of \$10,000 or more were coded as \$9,900 losses. In all cases coders were instructed to disregard cents when given.

The coders were given the following instructions on how to code cases where the enumerator had made no entry for one or more of the income items:

1. When only one of the earnings items (P32 or P33) contained a dollar entry or had a none circle marked, coders were instructed to fill the code A circle in the middle column of the code box of the earnings item that had no entry, as an indication that machine editing was required.
2. When both earnings items (P32 and P33) were blank, coders were instructed to examine the worked-last-year item (P30). If there was a no entry in P30, coders skipped the blanks in the two earnings items and coded the third income item (P34). If there was a yes entry in P30, coders marked the A circle for both income items. On the other hand, when other income (P34) was blank, coders marked the A circle in the code box for this item regardless of the entry for the worked-last-year item (P30).

In addition, the instructions to the coders covered the treatment of simple types of inconsistencies within individual income items. For example, coders were to erase entries in the "none" and "no" circles if the enumerator had written a dollar entry in the same item.

The basic assumptions and rules for the machine editing of the income entries were the following:

1. A dollar amount in any income item was accepted as such, and any entry in conflict with this response was disregarded. The only exception was an age entry of under 14 years, which cancelled a dollar code for income.
2. When the no or the none circle was marked and no dollar code appeared in a given income item, it was accepted that there was no income from that source.
3. If a dollar amount appeared in at least one of the two earnings items (P32 and P33), the other income item, if it had no entry, was treated as zero.
4. For a person who did not work in 1959 (according to the entry in P30 or P26), earnings items (P32 and P33) that had no entry were treated as zero.
5. All remaining cases of nonresponses or impossible or unreadable codes for income items were handled by assigning the income of a person with similar demographic and economic characteristics.

Allocation for unknown incomes was based on 680 groupings of persons by sex, color, age, major occupation group, and the number of weeks worked in 1959.

Two additional types of errors that arose in collecting the income data were also treated in the computer: The computer checked to make sure that the entry in the other-

income item (P34) was not the sum of the two earnings items; also, for self-employed persons for whom a dollar entry was given for wage or salary income (P32) and there was a none for self-employment income (P33), the computer interchanges these two entries.

After the editing and allocation procedure, no required entry was missing in any of the income items for a person 14 years old or over. However, because the coders had been instructed to drop nonsignificant digits instead of rounding them, a consistent bias toward numerically smaller positive and negative dollar amounts was present in the data used by the computer. Thus, a bias would occur in (a) aggregating individual sources of income to total individual income, (b) aggregating individual sources of income for each family member to total family income, as well as in (c) aggregating the individual types of income for purpose of deriving a mean. To compensate for this bias, \$5, \$50, and \$500, respectively, were added by the computer to the absolute value of each amount that was in tens, hundreds, or thousands of dollars in the three income items (P32, P33, or P34). Coded or allocated entries of \$25,000 or over (coded as 25A) and losses of \$9,900 or more (coded as A99) in any income item for a person were treated as \$50,000 and minus \$10,500, respectively, in all further operations of the computer.

The computer obtained the total earnings of each person who worked in 1959 by summing wage or salary income and self-employment income, and obtained the total individual income of each person 14 years old and over by summing wage or salary income, self-employment income, and other income. Total family income was obtained by adding the three income items for all persons in each family.

In the 1960 census, all nonresponses were allocated prior to deriving family income. In the 1950 census, in contrast, the income of the head of the family was assumed to be the total family income if no income was reported for other members of the family. This assumption did not seriously distort the reported family income distribution. It did, however, add 0.5 million families to the 1.1 million families who had specifically reported that they had no income.

In preparing the income data for tabular presentation for the 1960 census, the computer grouped the income of each person and family into specified income intervals for the required population groups and geographic areas and derived the median income of each distribution. The median was generally computed on the basis of published intervals. However, in those cases where no distribution was published, the median was usually computed on the basis of \$1,000 intervals for families and \$500 intervals for persons. For families and unrelated individuals, the median income was based on the total number of families and unrelated individuals regardless of whether they received any income, whereas for persons the medians were based on the distribution of persons 14 years old and over with income.

P35. VETERAN STATUS

Detailed data on veteran status were published for the first time in the 1960 census. In the census of 1840, a special volume was issued giving the names, ages, and places of residence of pensioners of the Revolutionary War or other U.S. military service, but other veterans were not identified. An inquiry on veterans was undertaken in the census of 1890, and summary statistics on surviving veterans of the Union and Confederate Armies were published. A question on veteran status was also included in the censuses of 1910, 1930, 1940, and 1950, but the results of these inquiries were not published, in part because of the high rate of underreporting.

The item was asked only of the male population. Relatively few females have served in the Armed Forces of the United States.

As defined in the 1960 census, a veteran was a civilian male 14 years old and over who had previously served in the Armed Forces.

Four categories were used for classifying the veteran population according to the period of service:

1. Korean War veterans (military service between June 1950 and January 1955)
2. World War II veterans (military service between September 1940 and July 1947)
3. World War I veterans (military service between April 1917 and November 1918)
4. Other veterans (military service any other time except the present; i.e., excluding persons on active duty in the Armed Forces at the time of the census)

Since previous census returns on veteran status had been disappointing, it was decided to test the item in the field prior to enumeration. A question on veteran status was included in the February 1958 pretest in Lynchburg, Va. An attempt was then made to match the respondents identified as veterans and nonveterans by census enumerators with the files of veterans maintained by the Veterans Administration. Of the respondents included in the Veterans Administration files, about one-eighth were not identified as veterans by the pretest enumerators. Of 2,000 males in the pretest for whom no records were found in the Veterans Administration files, about 20 percent were classified as veterans by enumerators. Further examination of the results suggested that veterans not so identified by the enumerators tended, more often than identified veterans, to have the characteristics of persons whose enumeration is generally more difficult--nonwhite, lodgers or collateral relatives, low educational attainment, and single, separated, or divorced men. There is also a tendency for veterans not so identified to be more mobile than identified veterans. The proportion of veterans misclassified as nonveterans in the Lynchburg pretest appeared to be about the same as the corresponding figure for the 1950 census. Veterans who receive veterans' compensation or are members of veterans' organizations are still misclassified to some extent.

A field test of the self-enumeration procedure in Catawba and Rutherford counties, N.C., indicated that the rate of self-enumeration for veteran status was 33.5 and 28.7 percent, respectively, in the two counties. These rates were for all four parts of the question. The rate for one period of service was 88.6 percent, for two periods of service, 2.3 percent, and for three periods of service 9.1 percent.

Despite the pretest results, the item was included in the 1960 census, because of strong recommendations by several Federal agencies.

The question wording on the Household Questionnaire and the FOSDIC schedule were similar. Check boxes

P35. If a man—Has he ever served in the Army, Navy, or other Armed Forces of the U.S.?

Yes No Yes No

Mark "Yes" or "No" for each period →

Korean War (June 1950 to Jan. 1955) ---
 World War II (Sept. 1940 to July 1947) _
 World War I (April 1917 to Nov. 1918) _
 Any other time, incl. present service

were provided for entries on the Household Questionnaire. On the sample FOSDIC schedule, circles were provided which enabled the enumerator to precode the periods of service.

There was no manual editing or coding required.

In the machine editing, the computer bypassed all entries in item P35 that were shown for females, members of the Armed Forces, and males under 14 years of age. The following combinations of entries for males 14 years old and over and not in the Armed Forces were acceptable:

Age	World War I	World War II	Korean War	Other service
14 to 17	No	No	No	Yes or No
18 to 22	No	No	No	Yes or No
23 to 29	No	No	Yes or No	Yes or No
30 to 54	No	Yes or No	Yes or No	Yes or No
55 and over	Yes or No	Yes or No	Yes or No	Yes or No

The edit was performed in the following sequence: World War I, World War II, Korean War, and other service. The computer entered NO when NO was the only acceptable entry according to the scheme shown above; for example, a man in the 18-22 age group in 1960 could not have served in the Armed Forces in World War I.

After this edit, the following consistency checks and edits were made, in the sequence shown below. The NO's which had been entered by the computer during the first edit were treated as original entries.

1. If the entry for one or more periods of service was yes, any blanks were changed to NO.
2. If the answer to whether the man had ever served in the Armed Forces--the major item--was NO and there was a NO or a blank for all periods of service, the blanks were changed to NO.
3. If the entry for the major item was yes and there were yes entries for any three periods of service and a blank for the fourth, a NO was entered in place of the blank.

None of the editing changes explained above were counted as allocations.

The computer next checked the service periods for blanks in situations where either a yes or no would have been an acceptable entry, and assigned the entry found for a previously recorded male according to the matrix below. This assignment was counted as an allocation.

Age	World War I	World War II	Korean War	Other service
14 to 17.....	-----	-----	-----	Cell 1
18 to 22.....	-----	-----	-----	Cell 2
23 to 29.....	-----	-----	Cell 3	Cell 4
30 to 54.....	-----	Cell 5	Cell 6	Cell 7
55 and over...	Cell 8	Cell 9	Cell 10	Cell 11

P35. If this is a man—
Has he ever served in the Army, Navy, or other Armed Forces of the United States?

Yes No (Check one box on each line)

Was it during:

Korean War (June 1950 to Jan. 1955).....
 World War II (Sept. 1940 to July 1947).....
 World War I (April 1917 to Nov. 1918).....
 Any other time, including present service...

After allocation from the matrix above, the following consistency checks were made. Resulting changes were not counted as allocations.

1. If the entry for at least one period of service was *yes*, the answer to the major question was changed to *yes* if it was *no* or blank.

2. If the entries for all four periods of service were *no*, the answer to the major question was changed to *no* if it was *yes* or blank.

BIBLIOGRAPHY

General

U.S. Bureau of the Census, Washington, D.C. :

- Enumerator's Reference Manual, 1960 Census of Population and Housing. 1959. 126 pp. (Form F-210) (For use in single-stage enumeration areas.)
- Enumerator's Reference Manual: Stage I, 1960 Census of Population and Housing. 1959. 100 pp. (Form F-200)
- Enumerator's Reference Manual: Stage II, 1960 Census of Population and Housing. 1959. 63 pp. (Form F-200A)
- Evaluation and Research Program of the U.S. Censuses of Population and Housing, 1960:
- Accuracy of Data on Population Characteristics as Measured by CPS-Census Match. Series ER60, No. 5. U.S. Govt. Print. Off., 1964. 58 pp.
- Accuracy of Data on Population Characteristics as Measured by Reinterviews. Series ER60, No. 4. U.S. Govt. Print. Off., 1964. 23 pp.
- Background, Procedures, and Forms. Series ER60, No. 1. U.S. Govt. Print. Off., 1963. 108 pp.
- Record Check Studies of Population Coverage. Series ER60, No. 2. U.S. Govt. Printing. Off., 1964. 9 pp.
- "Inquiries for 1960 Census of Population." 1959. 3 pp. (Public Information Office release.)
- "Inquiries Included in Each Population Census, 1790 to 1960." 1960. 2 pp. (Public Information Office release.)
- Methodology and Scores of Socioeconomic Status. Bureau of the Census Working Paper, No. 15. 1963. 13 pp.
- 1960 Decennial Censuses of Population and Housing: Decennial Operations Manual, 1959-. Issued in parts. See especially:
- Vol. III, Stage I, Population and Housing Data Processing. Part VIII, Population Final Results Work. Approx. 125 pp.
- Vol. IV, Stage II, Population and Housing Data Processing.
- Part III, General Coding Instructions. Approx. 50 pp. and attachments A-K (Code lists, about 800 pp.)
- Part IV, Group Quarters Coding Instructions. 16 pp.
- Part VI, Industry and Occupation Coding. 10 pp.
- U.S. Census of Population: 1960: Availability of Published and Unpublished Data. Revised Oct. 1964. 36 pp.

Other Sources:

- Glick, Paul C. "Plans for the 1960 Census of Population," Population Index, Vol. 25, No. 4, Oct. 1959, pp. 289-301.
- Marshall, J. T. "A Comparison of Some of the Census Concepts Used in Canada and the United States." In: American Statistical Association. Proceedings of the Social Statistics Section, 1961. Washington, D.C., [1962]. pp.81-91.
- Shryock, Henry S. "The Concept of 'Usual Residence' in the Census of Population." In: American Statistical Association. Proceedings of the social Statistics Section, 1960. Washington, D.C., 1961, pp. 98-102.
- Taeuber, Conrad, and Morris H. Hansen. "A Preliminary Evaluation of the 1960 Censuses of Population and Housing." In: American Statistical Association. Proceedings of the Social Statistics Section, 1963. Washington, D.C., [1963], pp. 56-73.
- Also in: Demography, Vol. I, No. 1, 1964, pp. 1-14.

Education

U.S. Bureau of the Census, Washington, D.C. :

- United States Census of Population, 1960: Educational Attainment. Series PC(2)-5B. U.S. Govt. Print. Off., 1963. 204 pp.
- United States Census of Population, 1960: School Enrollment. Series PC(2)-5A. U.S. Govt. Print. Off., 1964. 150 pp.

Other Sources:

- Nam, Charles B. "Some Comparisons of Office of Education and Census Bureau Statistics on Education." In: American Statistical Association. Proceedings of the Social Statistics Section, 1962. Washington, D.C., [1963] pp. 258-269.

Group Quarters Population

U.S. Bureau of the Census, Washington, D.C.:

- 1960 Decennial Censuses of Population and Housing: Decennial Operations Manual. Vol. IV, Stage II, Population and Housing Data Processing. Part IV, Group Quarters Coding Instructions. 1960. 16 pp.
- 1960 Decennial Censuses of Population and Housing: List of Institutional ED's. (For use With Group Quarters Coding Instructions, Vol. IV, Part IV, Decennial Operations Manual.) 1960. 101 pp.
- United States Census of Population, 1960: Inmates of Institutions. Series PC(2)-8A. U.S. Govt. Print. Off., 1963. 322 pp.
- Sheldon, Henry D. "What Type of Census of Prisoners and Juveniles in 1960." 1958. 6 pp., processed. (Presented at the 1958 Correctional Statistics Workshop of the 88th meeting of the American Correctional Association.)

Income

U.S. Bureau of the Census, Washington, D.C.:

- How Our Income is Divided. Graphic Pamphlets GP 60-2. U.S. Govt. Print. Off., 1963. 11 pp.
- 1960 Census of Population, Supplementary Reports:
- Low Income Families: 1960. Series PC(SI)-43. U.S. Govt. Print. Off., 1964. 55 pp.
- Size of Family Income, By Family Characteristics: 1960. Series PC(SI)-45. U.S. Govt. Print. Off., 1964. 8 pp.
- United States Census of Population, 1960: Income of the Elderly Population. Series PC(2)-8B. U.S. Govt. Print. Off., 1963. 219 pp.
- United States Census of Population, 1960: Occupation by Earnings and Education. Series PC(2)-7B. U.S. Govt. Print. Off., 1963. 318 pp.
- United States Census of Population, 1960: Sources and Structure of Family Income. Series PC(2)-4C. U.S. Govt. Print. Off., 1964. 255 pp.

Industry, Occupation, Employment Status

U.S. Bureau of the Census, Washington, D.C.:

- Evaluation and Research Program of the U.S. Censuses of Population and Housing, 1960:
- The Employer Record Check. Series ER60, No. 6. U.S. Govt. Print. Off., 1965. 18 pp.
- 1960 Census of Population, Alphabetical Index of Occupations and Industries. U.S. Govt. Print. Off., 1960. 649 pp.
- 1960 Census of Population, Classified Index of Occupations and Industries. U.S. Govt. Print. Off., 1960. 383 pp.
- United States Census of Population, 1960: Characteristics of Professional Workers. Series PC(2)-7E. U.S. Govt. Print. Off., 1964. 161 pp.
- United States Census of Population, 1960: Characteristics of Teachers. Series PC(2)-7D. U.S. Govt. Print. Off., 1964. 74 pp.
- United States Census of Population, 1960: Employment Status and Work Experience. Series PC(2)-6A. U.S. Govt. Print. Off., 1963. 248 pp.
- United States Census of Population, 1960: Labor Reserve. Series PC(2)-6C. (To be published.)
- United States Census of Population, 1960: Occupation by Earnings and Education. Series PC(2)-7B. U.S. Govt. Print. Off., 1963. 318 pp.
- United States Census of Population, 1960: Occupation by Industry. Series PC(2)-7C. U.S. Govt. Print. Off., 1963. 163 pp.
- United States Census of Population, 1960: Occupational Characteristics. Series PC(2)-7A. U.S. Govt. Print. Off., 1963. 551 pp.

Other Sources:

- U.S. Bureau of the Budget. Standard Industrial Classification Manual. Washington, D.C., U.S. Govt. Print. Off., 1957. 433 pp.
- _____. Supplement to 1957 Edition, Standard Industrial Classification Manual. Washington, D.C., U.S. Govt. Print. Off., 1958. 25 pp.
- U.S. Employment Service. Dictionary of Occupational Titles. Second ed. Washington, D.C., U.S. Govt. Print. Off., 1949. 2 volumes: I, Definitions of Titles, 1,518 pp.; and II, Occupational Classification and Industry Index, 743 pp.
- _____. Dictionary of Occupational Titles. Second ed. Supplement 1. Washington, D.C., U.S. Govt. Print. Off., 1955. 341 pp.

Marriage, Families, and Fertility

U.S. Bureau of the Census, Washington, D.C.:

- United States Census of Population, 1960: Families. Series PC(2)-4A. U.S. Govt. Print. Off., 1963. 477 pp.
- United States Census of Population, 1960: Persons by Family Characteristics. Series PC(2)-4B. U.S. Govt. Print. Off., 1964. 227 pp.
- United States Census of Population, 1960: Women by Number of Children Ever Born. Series PC(2)-3A. U.S. Govt. Print. Off., 1964. 343 pp.
- Heer, David M. "Uses of Census Data in Family Research." 1961. 11 pp., processed. (Presented at annual meeting of the National Council on Family Relations, Salt Lake City, Aug. 25, 1961.)

Marriage, Families, and Fertility—Continued

Other Sources:

- Grabill, Wilson H., and Joseph Schachter. "Needs and Prospects for New Census and Registration Data on Fertility." In: Milbank Memorial Fund. Thirty Years of Research in Human Fertility: Retrospect and Prospect. New York, 1959, pp. 50-58.
- Kiser, Clyde V.; Wilson H. Grabill; and Joseph Schachter. "Plans for the APHA Monograph on Fertility in the 1960 Census Period." In: Milbank Memorial Fund. Emerging Techniques in Population Research. New York, 1963, pp. 82-101.
- Taeuber, Conrad. "Contributions of the Census to Family Statistics and Analysis." Marriage and Family Living, Vol. XX, No. 3, Aug. 1958, pp. 247-252.

Migration

U. S. Bureau of the Census, Washington, D. C. :

- United States Census of Population, 1960: Lifetime and Recent Migration. Series PC(2)-2D. U. S. Govt. Print. Off., 1963. 506 pp.
- United States Census of Population, 1960: Mobility for Metropolitan Areas. Series PC(2)-2C. U. S. Govt. Print. Off., 1963. 365 pp.
- United States Census of Population, 1960: Mobility for States and State Economic Areas. Series PC(2)-2B. U. S. Govt. Print. Off., 1963. 490 pp.
- United States Census of Population, 1960: State of Birth. Series PC(2)-2A. U. S. Govt. Print. Off., 1963. 190 pp.

Other Sources:

- Shryock, Henry S., Jr. "Population Distribution and Population Movements in the United States." Highway Research Board Record, No. 2, Washington, D. C., Jan. 1963, pp. 65-78.

Urban, Rural, Rural-Farm Population

U. S. Bureau of the Census, Washington, D. C. :

- _____, and U. S. Agricultural Marketing Service. "Effect of Definition Changes on Size and Composition of the Rural-Farm Population: April 1960 and 1959." Farm Population. Series Census-AMS (P-27), No. 28. 1961. 19 pp.

Other Sources:

- Beale, Calvin L. "Farm Population as a Useful Demographic Concept." Washington, D. C., U. S. Agricultural Marketing Service, 1957. 14, 2 pp., processed. (Expanded version of a paper presented before the Population Association of America, Philadelphia, Pa., May 4, 1957.)
- Brunsmann, Howard G., and Charles P. Brinkman. "Problems of Defining the Urban Population of the United States." International Population Conference, Vienna, 1959. Vienna, 1959, pp. 565-570.
- Sheldon, Henry D. "Where We Stand in the Urban-Rural and Farm Residence Concepts." In: American Statistical Association. Proceedings of the Social Statistics Section, 1959. Washington, D. C., 1960?, pp. 80-87.

Other

U. S. Bureau of the Census, Washington, D. C. :

- United States Census of Population, 1960: Journey to Work. Series PC(2)-6B. U. S. Govt. Print. Off., 1963. 579 pp.
- United States Census of Population, 1960: Mother Tongue. Series PC(2)-1E. (To be published.)
- United States Census of Population, 1960: Nativity and Parentage. Series PC(2)-1A. (To be published.)
- United States Census of Population, 1960: Nonwhite Population by Race. Series PC(2)-1C. U. S. Govt. Print. Off., 1963. 274 pp.
- United States Census of Population, 1960: Persons of Spanish Surname. Series PC(2)-1B. U. S. Govt. Print. Off., 1963. 219 pp.
- United States Census of Population, 1960: Puerto Ricans in the United States. Series PC(2)-1D. U. S. Govt. Print. Off., 1963. 118 pp.
- United States Census of Population, 1960: Veterans. Series PC(2)-8C. U. S. Govt. Print. Off., 1964. 114 pp.
- Burgess, Robert W. "Statement of Reasons for Exclusion of Question on Religion from 1960 Census of Population." Jan. 1958. 2 pp., processed.

Other Sources:

- Sheldon, Henry D. "Racial Classification in the Census." In: American Statistical Association. Proceedings of the Social Statistics Section, 1962. Washington, D. C., 1963?, pp. 254-255.
- Sheldon, Henry D., and Siegfried A. Hoermann. "Metropolitan Structure and Commutation." Demography, Vol. 1, No. 1, 1964, pp. 186-193.
- U. S. Congress. House. "Statement by Hon. John Lesinski (D., Mich.) Chairman of the Subcommittee on Census and Government Statistics, Committee on Post Office and Civil Service, House of Representatives, Announcing that the 1960 Census will include a Question on the 'Mother Tongue.'" 1959. 2 pp., processed.

Chapter 2. Housing Census Items

HOUSING CENSUS PRETESTS

Housing questions were included in most of the "formal" pretests for the 1960 census, starting with the Yonkers test in 1957. A formal pretest included all or nearly all of the procedures used in a regular census. This type of pretest involved the use of printed schedules, enumerators manuals, training materials, and the like. Also, time and cost records were maintained. In addition, there were a number of informal housing pretests, in which only one or two aspects of the census were tested by a few enumerators or by Bureau subject specialists. Some involved no more than a test of the wording of a question or a recheck of the enumeration of a single item.

Some of the formal pretests and all of the informal pretests were concerned with subject matter evaluation

and consisted of testing the feasibility of a new item or testing changes in categories or definitions of an item which had been included in earlier censuses. An initial evaluation was made by informal tests to determine the types of questions that would elicit responses consistent with the concept of the new item or the new categories or definitions. Subsequent testing of alternatives was done as part of a formal pretest or pretests.

Other pretests were taken to investigate alternative procedures for taking the census--e.g., the use of self enumeration versus direct enumeration, the use of enumeration documents that eliminated card punching, and means of maintaining control of the enumeration process.

The date, place, item or procedure tested, and type of pretest for the housing census were as follows:

PRETESTS FOR THE 1960 CENSUS OF HOUSING

Date	Place	Type of test	Item or procedure tested
Apr. 1957	Yonkers, N.Y.	Formal	FOSDIC schedules ¹ and a two-visit enumeration procedure
June 1957	Washington, D.C.	Informal	Structure listing
Oct. 1957	Philadelphia, Pa.	Formal	Question wording of selected housing and population items
Oct. 1957	12 standard metropolitan areas	Informal	Enumeration of condition of housing unit in selected 1956 National Housing Inventory segments
Feb. 1958	Lynchburg, Va.	Formal	Advance census report (Information Sheet) mailed to householders prior to census date
Feb. 1958	Memphis, Tenn.	Formal	Self enumeration on a "list-and-leave-schedule" basis
Mar. 1958	Memphis, Tenn.	Recheck; formal	Coverage of housing units and population
Mar. 1958	New York, N.Y.	Informal	Classification of living quarters
Mar. 1958	Dallas, Tex.	Formal	Question wording of selected items
Mar. 1958	Prince Georges County, Md.	Informal	Questions on exterior materials of housing and on basement shelter
Apr. and June 1958	Ithaca, N.Y.	Part of a special population census with staff followup	Enumerators' ability to classify type of living quarters
May 1958	Lynchburg, Va.	Formal	Reenumeration of a sample by specially trained enumerators, to evaluate accuracy of original enumeration of selected items
May 1958	Prince Georges County, Md.	Informal	Questions on exterior materials and basement shelter
June 1958	Prince Georges County, Md.	Informal	Questions on source of water and sewage disposal
July 1958	Danville, Ill.	Recheck; formal	Tenure item
July 1958	Lynchburg, Va.	Recheck; informal	Enumeration of condition of housing unit

¹ Schedules prepared for use, after microfilming, on electronic equipment called FOSDIC (Film Optical Sensing Device for Input to Computers).

PRETESTS FOR THE 1960 CENSUS OF HOUSING--Continued

Date	Place	Type of test	Item or procedure tested
Sept. 1958 Sept. 1958	Port Chester, N.Y. Washington, D.C.	Recheck; informal Formal	Classification of living quarters Means of delineating unit of enumeration and wording of selected items
Oct. 1958	Martinsburg, W.Va.	Formal	Schedule design and use of advance information sheets
Nov. 1958	Current Population Survey sample	Formal	Definitions for unit of enumeration
Nov. 1958	Various counties	Formal (part of agricultural census pretest)	Farm-nonfarm residence questions
Feb. 1959	Martinsburg, W.Va.	Recheck; informal	Enumeration of condition of housing unit
Feb. 1959	Hickory, N.C. (including Catawba and Rutherford Counties)	Formal	Procedures for the complete census
Feb. 1959	North Carolina	Informal	Determination of community versus open-country housing
Apr. 1959	Current Population Survey sample	Formal	Farm definitions
June 1959	Philadelphia, Pa.	Formal (part of a SCARF pretest)	Basement shelter questions

For a detailed description of the pretesting of any one of the items tested, see the appropriate section below.

For a list of the items of data in the 1960 housing census, see Table B, "Housing Items of Data Collected," in Part I, Chapter 2, "Planning the Censuses."

A discussion of some items that were seriously considered but not included in the census and of items that had been in the 1950 census but which were not included in the 1960 census is given in Part I, Chapter 2, "Planning the Censuses."

For an evaluation of the completeness and accuracy of the 1960 Census of Housing, see reports in series ER 60, Evaluation and Research Program of the U.S. Censuses of Population and Housing, 1960.

HOUSING UNIT DEFINITION

Planning and Pretests

The unit of enumeration was changed from the dwelling unit, used in the 1950 census, to the housing unit in order to insure the inclusion in the census of all private living accommodations. This decision was made after an extensive pretest program for this item.

Early in the planning stages (1958), some Bureau staff members went to New York City to examine selected units in West Side Manhattan. The units were in an area that consisted largely of structures which were classified as roominghouses under the occupancy laws of New York City. A survey conducted for the city authorities had revealed many more families in the area than had been indicated by the 1950 Census of Housing. The purpose of this small informal test was to gather some impressions about the type of living quarters omitted from the 1950 count. The hypothesis was that the definitions used for dwelling unit in the 1950 Census of Housing tended to exclude one-room living quarters. At that time, it was felt that the exclusions were the result of the enumerators'

application of the physical criteria (separate cooking equipment, or two or more rooms and separate entrance) with too little attention to whether or not separate living arrangements existed. The West Side study corroborated this hypothesis because most of the quarters examined were one-room units occupied by whole families. Nearly all of these units had direct access from a common hall and most of them had hot plates for preparation of meals. However, most of the structures were designated as roominghouses by the city. A sign to that effect was displayed at the entrance. It was assumed that such structures might have been enumerated as nondwelling-unit quarters in 1950 because of such signs. Although the enumerators in 1950 were instructed to count one-room quarters as dwelling units when most of such quarters in a structure had separate cooking equipment, some may not have inquired about cooking in roominghouse areas, or the respondents may not have reported the presence of cooking equipment such as hotplates, especially when such equipment was in violation of local ordinances or landlords' rules.

Largely on the basis of this New York City pretest, it was decided that in 1960 the physical criteria for separateness in private living quarters should consist of either a separate entrance or separate cooking equipment, without regard to the number of rooms or whether most of the units in the structure had cooking equipment.

It was also decided as a result of the New York City pretest to divide the housing unit universe into two categories, one representing the nearest possible approximation to the 1950 dwelling unit concept, and the second, the units added by the change in definition. This latter group was tentatively labeled quasi-units to convey the idea that while such quarters represented private living accommodations they were not fully qualified as dwelling units in terms of all criteria.

The next step in the preliminary explorations was to test the average enumerator's ability to identify dwelling units and quasi-units as distinct types of quarters. A special population census contracted for by Ithaca, N.Y.,

was used for this purpose. Ithaca was selected on the assumption that relatively large numbers of one-room quarters for students in Cornell University would be found. The enumerators were required to code living quarters in one of three categories--(1) dwelling unit, (2) quasi-unit, and (3) group quarters--and were given instructions regarding the physical characteristics (cooking equipment and access) or living arrangements by which they were to determine in which category the living quarters fell. However, there was nothing on the schedule itself to indicate the criteria for each category. Following the enumeration, five Bureau subject specialists rechecked a random sample of the addresses enumerated. The sample was stratified so as to obtain a disproportionate number of addresses containing quasi-units, lodgers, and married couples not related to the head of the household. The recheck indicated that enumerators tended to overlook quasi-units when the determination was based only on instructions rather than on enumeration on the schedule itself of the characteristics used to determine the classification of the quarters. About 15 percent of the quarters were erroneously enumerated as part of another unit; most of them should have been enumerated as quasi-units. In addition, 6 percent were classified as quasi-units which, according to the recheck, should have been enumerated as dwelling units.

The most significant conclusions drawn from the Ithaca pretest were that the enumerator needed to find out who lived at each address, and, if there were more than one group, whether there were separate living arrangements for each group and what the physical arrangements were in the quarters used by each group. Furthermore, unless these facts were recorded the results lacked objectivity and were difficult to evaluate. However, it was agreed that further tests were needed before a firm decision to this effect could be made, since such requirements had never been a part of a housing census or survey.

To test the relative accuracy of the alternative methods for determining the correct classification of living quarters, three separate schedules were used in parallel samples in a test in Washington, D.C. On schedule A, the enumerator recorded type of cooking equipment and type of access and then classified each unit as dwelling unit or quasi-unit on the basis of his entries. On schedule B, he recorded the same elements but made no classification. For the schedule C sample, the enumerator determined the type of cooking facilities and access without schedule entries and on the basis of these criteria classified the quarters.

Two types of assignments were used in each of the three samples: (1) addresses at which enumerators were to obtain data for all the living quarters at the address; and (2) specific apartment addresses where the enumerator obtained information for the selected apartments only.

Each of the units in the three samples was reinterviewed by another set of enumerators using the same schedules and procedures. A third interview was conducted for cases in which the first and second enumerators differed in the classification of housing units or in enumeration of access and cooking equipment items. The reconciliation interview was made by Bureau subject specialists.

The greatest amount of agreement on classification of living quarters between initial interviewers and reinterviewers occurred in the samples in which schedules A or B were used--about 81 percent for each sample (excluding the specific apartment addresses since there were no problems of identification of these units). In the comparable schedule C sample, there was agreement in the classification for only 61 percent. The implication drawn

from this comparison was that the enumerator is more precise in the determination of the unit of enumeration when he records the steps by which he arrives at his decision.

Largely as a result of this pretest, enumerators were required to record on the 1960 schedule all the information needed for housing unit delineation according to the criteria established. This procedure probably represented a more distinct break with past practice than the relatively minor changes in the criteria themselves.

The impact of the proposed changes in definition of the unit of enumeration was tested in a supplement to the November 1958 Current Population Survey. While the primary objective was to get an estimate of the number of units to be added by the change, the feasibility of recording all answers relating to housing unit criteria was also tested. The techniques used in this survey were first informally tested by a recheck in Port Chester, N.Y., where the Bureau had recently completed a rental vacancy survey for the community.

Basically, the procedure used in the November 1958 survey was to have the enumerator list the persons in each household and then divide the household into groups based on relationship to the head of the household. The group consisting of the head and his wife and unmarried children was distinguished first. If any other family groups, individuals, or groups of individuals, whether or not related to the head, were listed in the household, questions on living arrangements were asked to determine whether the quarters occupied by such groups were separate housing units or quasi-units. The questions for which the enumerator was to record answers were: (1) "Does (...) eat with the head and his family?" (2) "Does (...) use the living room of the head and his family?" (3) "How does (...) usually get to his room(s)?" and (4) "Does (...) have any cooking equipment?" If the answer was yes for both the first two questions, the quarters were considered a part of the head's housing unit and no other questions were asked. If the answer to the third question was "through room(s) of the head" and the answer to the fourth was either "shares cooking equipment of head" or "no cooking equipment available," the quarters were also considered part of the head's housing unit. On the other hand, if the occupant had direct access to his room or rooms, or had a kitchen or cooking equipment for his exclusive use, his quarters were classified as a separate housing unit.

The primary purpose of the November 1958 test was to provide an estimate of the number of quasi-units and the number of regular dwelling units to be added to the universe by the change in definitions and procedures. The results showed that only half of the estimated 2 million quasi-units which would have been added by this procedure to the total for the United States represented additions to the universe. Of the additions, an estimated 400,000 were living quarters that would not have been included under the old procedures because they were in roominghouses, hotels, or institutions. The most important finding, however, was that the screening procedure in the test uncovered the equivalent of 600,000 quasi-units (after inflation of the sample) that should have been classified as dwelling units under the old procedures. In addition, the equivalent of 100,000 regular dwelling units, after inflation of the sample, were found by the use of the new procedures.

The concept of the housing unit was not further tested, but changes in enumeration procedures, format of schedules, types of questions, and arrangement of questions to distinguish housing units were made on the basis of experience in later tests. For example, in the last procedural test, conducted in North Carolina, advance report forms mailed to householders included questions about

living arrangements. Similar questions were included in schedules used by the enumerator although he was not required to record the answers. On the basis of results obtained in the North Carolina test, this technique was improved for the final schedule by providing the enumerator with nine specific steps to follow when the Advance Census Report was filled out by the householder and when it was not filled.

Another change made before the census was in classifying type of housing unit. In the Lynchburg pretest, type of housing unit was classified as follows:

- Dwelling unit:
 - House, apartment, etc.
 - Trailer
- Quasi-dwelling unit:
 - Lodging unit
 - Hotel, motel unit

The distinction between dwelling unit and quasi-dwelling unit was abandoned in part as a result of the November 1958 Current Population Survey Supplement. As indicated above, that test showed that about half of the units added by using the procedures involved in the new definition should have been dwelling units under the old definition. Therefore, a separate classification for dwelling units and quasi-dwelling would not provide a figure on dwelling units that was comparable to the 1950 figure. In addition, the Lynchburg classification required that the enumerator be able to distinguish an apartment house from a hotel and a hotel from a roominghouse. Such distinctions are difficult to achieve on an objective basis.

Other changes were made in the schedule format and the arrangement of questions which were intended to improve coverage of housing. After the last pretest (North Carolina), the use of a listing book for the census enumeration was determined; although not a new device, its use as part of a regular census was an innovation. The North Carolina experience had indicated that vacant units were being missed by the enumerators. A listing of all addresses in a systematic way on a separate document provided for more thorough coverage, better records for callbacks, and the like.

Another technique, referred to as the predecessor-successor coverage check, was tested as a followup of the Memphis pretest. It was designed for use as a quality check rather than for the regular census and was later made a part of the census evaluation program. Briefly, the enumerator asked about living quarters immediately preceding or following the unit being enumerated, by asking (to obtain information on preceding units) whether there were living quarters to the left or below, the unit being enumerated and (to obtain information on succeeding units) whether there were living quarters to the right of or above the unit being enumerated. The Memphis test of this technique indicated that, given adequate training, the enumerator frequently uncovered additional housing units with this question.

Housing Unit--1960 Definition

The basic unit of the 1960 Census of Housing was called a housing unit. Living quarters of all types were classified as either housing units or group quarters, and it was only for the former that housing information was collected. Group quarters were institutions, dormitories, barracks, and other places where people did not have separate living arrangements. At group quarters, population information was collected for the occupants, but no data were collected on any characteristic of their living quarters.

According to the Enumerator's Reference Manual, a housing unit was usually a group of rooms or a single room occupied as separate living quarters by a family. However, a housing unit might also be occupied by a group of unrelated persons living together or by a person living alone. Vacant living quarters intended for occupancy as separate quarters were also housing units. A housing unit was separate when its occupants did not live and eat with any other household and when there was either--

1. Direct access from the outside or through a common hall, or
2. A kitchen or cooking equipment for the exclusive use of the occupants.

There were two exceptions to the housing unit definition: (1) If a room or group of rooms was occupied by five or more persons unrelated to the head of the household or to the person in charge, the unit was considered group quarters instead of a housing unit, and (2) trailers, tents, boats, railroad cars, etc., were not classified as living quarters of any sort unless they were occupied as such when enumerated. No record was made of them if they were vacant or used only for business purposes (as office, sales room, display room for samples, etc.) or used only occasionally for extra sleeping space or vacations.

Dwelling Unit--1950 Definition

The 1950 dwelling unit concept and the 1960 housing unit concept were similar but not identical. A dwelling unit was defined in 1950 as a group of rooms or a single room occupied or intended for occupancy as separate living quarters by a family or group of persons living together or by a person living alone, if it had--

1. Separate cooking equipment, or
2. Two or more rooms and separate entrance.

There was one exception: A one-room apartment in a regular apartment house, or one room which was the only living quarters in the structure, was considered a dwelling unit even though it did not have separate cooking equipment.

Living quarters which did not fulfill at least one of the conditions above were combined with the landlord's quarters, or with each other if the landlord did not live in the structure. If the combined quarters contained fewer than 10 lodgers, it was classified as one dwelling unit; if it contained 10 or more lodgers, it was considered one nondwelling-unit quarters. In processing, the minimum number of lodgers required for classification of combined quarters as nondwelling-unit quarters was reduced from 10 to 5.

Effect of 1960-1950 Conceptual Difference

The principal effect of the difference in definitions was that one-room units with direct access but without separate cooking equipment, even though they were not in a regular apartment house and not the only living quarters in the structure, were classified as housing units in 1960 but would not have been classified as dwelling units in 1950. The resulting numerical increase in housekeeping quarters is believed to be small for any area as large as a State and negligible for many cities and virtually all unincorporated areas. It is significant, however, for cities in which permanent occupancy of hotel-type accommodations is common. This occurs in structures built for such occupancy, in old commercial hotels which can no longer be operated profitably for primarily transient patronage, and, in a few cities, in old apartment buildings and flat buildings in which

furnished rooms are rented by the week or month. The effect is greatest on statistics of small areas within a city, such as census tracts and blocks, in which there are concentrations of these accommodations.

A much smaller effect of the change in concept, probably negligible for census tracts and even for most blocks having concentrations of hotel-type accommodations, is a reduction in the figures for the average number of rooms, the average number of occupants, and the average number of persons unrelated to the head of household. In 1950, if there were less than five occupants in roominghouse types of accommodations, they were considered lodgers in the landlord's household and their rooms were considered part of the landlord's dwelling unit; if the landlord lived elsewhere, these occupants were combined into a fictitious household, and their rooms were combined into a fictitious dwelling unit. Even for areas as small as blocks, the effect of this procedure was probably small in most cases, because accommodations of this type usually have many more than four occupants per building in the neighborhoods where such quarters are concentrated.

H1 and H2. SAMPLE KEY AND ADDRESS

The enumerator filled the H1 and H2 entries, for sample key and for address, by copying from the appropriate entry in his listing book. The sample key was one of four letters--A, B, C, and D--which he assigned serially (after a random start), in his listing book, to each successive housing unit in order of visitation. Each "A" housing unit was designated as a sample unit for the housing census (and for the population census, all occupants of the sample housing unit were included in the population sample).

H3. TYPE OF HOUSING UNIT

The purpose of item H3, Type of housing unit, was to distinguish between trailers and all other types of housing units. The principal category was described as house, apartment, flat, and consisted overwhelmingly of the accommodations named, but also included space apparently intended for nonresidential use (retail stores, garages, etc.), boats, and other accommodations if occupied as housing units when enumerated. Nontrailers would have been a more accurate name for this category.

This item of information was to be collected by the enumerators by observation at all housing units. It was not on the Advance Census Report, and was recorded directly on the 100-percent FOSDIC schedules.

H3. Type of housing unit	
House, apt., flat . . .	<input checked="" type="checkbox"/>
Trailer	<input type="checkbox"/>

The two categories were defined by the enumerator's instructions, which were the following:

- "a. House, apartment, flat--Mark this category for every housing unit you identify except trailers.
- "b. Trailer--Mark this category for each occupied house trailer whether mobile or on a permanent foundation. Vacant trailers and trailers used as extra sleeping rooms are not to be enumerated...

"Where one or more rooms have been added or built on a trailer, it should be classified as a 'House, apartment, or flat.' But, if only a porch or open shed has been added or temporarily attached to a trailer, put it in the 'Trailer' category."

Entries for this item were allocated and edited in two steps, when necessary. When the item was blank, if the unit was reported as owned or being bought or, if vacant, for sale only, the type of housing unit was allocated from the preceding owner-occupied unit; if rented or for rent, the type was allocated from the preceding renter-occupied unit; if any other vacancy status was reported, the entry for type was allocated from the preceding unit. In the editing part of the operation, any living quarters reported or allocated as a trailer and also reported or allocated as vacant were deleted.

H4. ACCESS TO UNIT

This item was also to be collected by observation by the enumerators at all housing units. It was not on the Advance Census Report, and was recorded directly on the 100-percent FOSDIC schedules:

H4. Access to unit	
Direct from outside or common hall	<input type="checkbox"/>
Through another unit	<input type="checkbox"/>

The definitions given to the enumerators included the following:

- "a. Direct from outside or common hall--There are two kinds of direct access included in this category:
- (1) Direct access from the outside--An entrance to the housing unit directly from the outside of the structure.
 - (2) Direct access through a common hall--An entrance to the housing unit from a hall, lobby, or vestibule used by the occupants of more than one unit. The hall, lobby, or vestibule is not part of any unit but is clearly separate from all units in the structure.
- "b. Access through another unit--The only entrance to the unit is through a room or a hall of another unit."

This item was not edited when reported, but an entry was allocated when it was blank. Direct access was allocated to all trailers. Direct access was also allocated to all house, apartment, flat units without cooking equipment for exclusive use, since they would not have been considered by the enumerator to be separate housing units if they had had neither direct access nor separate cooking equipment. The allocation for house, apartment, flat units with cooking equipment for exclusive use was made by the procedure designated as "imputation of data for residual NA's": This was imputation of the item in question from the preceding owner-occupied unit, for owner-occupied and vacant-for-sale units; from the preceding renter-occupied unit, for renter-occupied, no-cash-rent, and vacant-for-rent units; from the preceding unit, for units with any

other vacancy status. In tabulation of any item on a 100-percent basis, the computer selected the preceding housing unit, from which an imputation for any item was made, without regard to its type (house, apartment, flat, or trailer). In tabulation of any item on a sample basis (whether collected only for a sample of housing units or collected on a 100-percent basis but tabulated on a sample basis), the computer selected the preceding housing unit specified in the rules for imputation of data for residual NA's and also of the same type as that to which the imputation was being made.

H5. KITCHEN OR COOKING EQUIPMENT

The item on kitchen or cooking equipment was to ascertain whether the unit had equipment, not shared with others, for preparation of regular meals. This could be either a kitchen or such other cooking equipment as a hot plate or enough electric cooking utensils for preparation of meals. A kitchen or a range or cookstove was regarded as cooking equipment whether used or not. A hotplate or electric utensils were regarded as cooking equipment if used for the regular preparation of meals but not if used only occasionally or only for limited purposes such as making toast and coffee for breakfast. The question appeared on the Advance Census Report and on the 100-percent FOSDIC schedule.

<p>H5. Do you have a kitchen or cooking equipment: (Check one)</p> <p>For use of the people in your household only (those you listed in Section A)?... <input type="checkbox"/></p> <p>Shared with another household or no cooking equipment?..... <input type="checkbox"/></p>	<p>H5. Kitchen or cooking equipment</p> <hr/> <p>For exclusive use... <input type="radio"/></p> <p>Shared or none <input type="radio"/></p>
---	---

The wording on the Advance Census Report was adopted because it was as clear as could be achieved with the necessary brevity. An explanation of what was meant by cooking equipment would have conflicted with the basic decision to keep all Advance Census Report questions brief and simple, and to rely on the enumerators for explanations and clarifications as needed.

The enumerator's instructions were:

- "a. A kitchen is a room primarily used for cooking and the preparation of meals.
- "b. A unit has cooking equipment when it has either--
- (1) A range or stove whether or not it is used regularly, or
 - (2) Other equipment such as hotplate or electrical appliances if the equipment is used for the regular preparation of meals.

"Kitchen or cooking equipment is for exclusive use when it is used only by occupants of one housing unit. The occupants of a housing unit need not all be related. If they live and eat together, sharing common space and facilities, their quarters constitute one housing unit. When there is only one housing unit in the structure, a kitchen located in it is always for exclusive use."

At vacant units without a kitchen and without other cooking equipment for the exclusive use of the next occupants, the enumerators were instructed to report cooking equipment for exclusive use if the previous occupants had such equipment for their exclusive use.

If access to the housing unit was through another unit and the item for kitchen or cooking equipment was reported

as *shared* or *none*, it was edited to for *exclusive use* (because the housing unit would not have been determined to be separate if it had neither direct access nor exclusive use of a kitchen or cooking equipment). If access was direct and the item on cooking equipment was blank, it was allocated in accordance with the procedure "imputation of data for residual NA's" already described for item H4, Access to unit. If the items on access and cooking equipment were both blank, both were allocated according to this procedure.

During tabulation, this item was used almost entirely for screening purposes, in combination with item H4, Access. These two items were tabulated for publication only for table 8 of Volume II, Metropolitan Housing. Table 8 shows selected characteristics for units sharing or lacking specified facilities and combinations of facilities.

H6. CONDITION OF HOUSING UNIT

The item on condition of the housing unit was included in most general pretests. The testing of the concept was generally accomplished by reevaluation of pretest enumerations.

In October 1957 a small working group rechecked the 1956 National Housing Inventory enumeration of condition

in six standard metropolitan statistical areas (SMSA's). In six additional SMSA's they rechecked the 1950 enumeration in segments that had been rechecked in 1951 by a similar group. The objectives were--

- (1) To evaluate the ability of enumerators to use a three-way classification of condition.
- (2) To determine whether a checklist of specific deficiencies would be helpful in making a three-way classification.
- (3) To evaluate the enumeration of condition of housing unit in the 1956 National Housing Inventory.

A long list of deficiencies commonly associated with dilapidation was checked. Each unit was rated (1) at first approach, then (2) after a more thorough examination and a check on specific deficiencies, and (3) whenever the evaluator disagreed with the earlier enumerations or with his teammate, after an examination of the interior.

Only two categories, not dilapidated and dilapidated, had been used in the 1950 census and the 1956 National Housing Inventory. The three-way classification was proposed in an effort to separate the not-dilapidated group into those units that had no deficiencies and those that had some but not enough to be rated as dilapidated. The use of the long checklist was designed to assist in making this determination.

The conclusions drawn by the evaluators in this recheck were that (1) the enumerator could make a three-level classification if he used some form of checklist, (2) the new classification needed to be more specifically defined, and (3) the 1956 enumerators, who had used a modified checklist, tended to overemphasize

minor deficiencies. A few of the evaluators felt that the checklist did more harm than good because it tended to concentrate attention on the listed deficiencies rather than on the overall condition of the structure.

A question on condition was included in all the general pretests of housing and population items. No rechecks were made of the enumerators' work in Yonkers, Memphis, and Washington, though staff observers reported on difficulties encountered by the enumerators. Rechecks were made after the Lynchburg and Martinsburg pretests.

In the Lynchburg pretest, three categories of condition were used: (1) no deficiencies; (2) minor deficiencies; and (3) dilapidated. Training consisted of use of the 1950 filmstrip and limited class discussion. During enumeration it was evident to some observers that the enumerators had interpreted the term "no deficiencies" too literally. During an initial recheck, this observation was substantiated. Any structure with the slightest blemish, even lack of fresh paint, was likely to have been classified in the middle group, minor deficiencies. As a result, new terminology and definitions were established for the three classifications. The new terms and definitions were (1) sound--units with no deficiencies or only negligible deficiencies, (2) deteriorating--units with minor deficiencies that needed repair if the unit was to continue to provide adequate shelter, and (3) dilapidated--units with serious deficiencies or many minor deficiencies or of inadequate original construction.

The new terminology and definitions were tested by a specially trained group of Lynchburg enumerators as a part of a May 1958 followup sample survey of housing items. Differences between the February pretest and the May followup survey were reconciled by Bureau subject specialists. The reconciliation again indicated that the enumerators had been too strict in the February enumeration and had rated too many units as having minor deficiencies or as dilapidated.

In July a group of student-trainees in the Bureau reenumerated condition of housing unit for a subsample of the May recheck. These trainees were given the same training as the enumerators. The trainees and enumerators agreed on 76 percent of the cases. In about two-thirds of the cases where there were differences, the trainees had given a higher rating than the May enumerators.

These various tests indicated that the approach to a three-level classification of condition used in the May followup was an improvement but that more clear-cut demarcations between categories were desirable and that more testing was required. Consequently, the item was included in the Martinsburg pretest and rechecked.

The definitions of condition of housing unit were revised slightly after the Martinsburg pretest. Sound units were described as those with no deficiencies or negligible deficiencies. Deteriorating units were those that were "usually rundown or neglected" or "not well maintained" or that had "one or more minor structural deficiencies that should be repaired." For dilapidated units, the words "seriously rundown or neglected" and "critical deficiencies" were intended to distinguish them from deteriorating units.

The recheck in Martinsburg was designed so that each unit in the sample was evaluated. The results indicated that there was still considerable variation. It was concluded that the inherent subjectivity of the condition item in conjunction with lack of precision in the definitions meant that still more emphasis was needed on condition of the whole structure rather than on the degree of seriousness of specific deficiencies.

An important aspect of the pretests on condition of housing unit was the observation of how well the filmstrip on condition and the accompanying sound platter served as a training device. The old 1950 material was used without revision in the earlier pretests. This method was unsatisfactory in that references to the 1950 schedule were confusing to the enumerator. A revision of the old film and record was used in both the Lynchburg and Dallas pretests. It was agreed that the revised film was not sufficiently clear to distinguish differences between each of the three levels used in that test.

A set of colored slides was assembled into a filmstrip to test the use of color rather than black and white, and this filmstrip and a new narrative were used in the Martinsburg pretest. The use of color appeared to stimulate enumerator interest and understanding of the material even though the film was of relatively poor quality.

To improve the quality, the Bureau engaged a professional photographer, the service of a graphic arts organization to assemble the pictures into a filmstrip, and a professional voice for the narrative. The improved filmstrip and record were not ready for use in the North Carolina pretests. They were, however, used in the 1960 census.

The item on condition was entered by the enumerators on the 100-percent FOSDIC schedules, on the basis of observation and judgment, for all housing units. Detailed instructions were provided in training classes and in the Enumerator's Reference Manual. They were supplemented in the Manual by photographs of houses in each category, and were supplemented at the training sessions by the color filmstrip and an accompanying phonograph record.

The concept was limited strictly to the physical condition of the housing unit and the structure from the standpoint of providing adequate shelter. It excluded neighborhood environment and all circumstances related to occupancy such as cleanliness and degree of crowding. It likewise excluded facilities and equipment having a direct bearing on living conditions but distinct from physical condition, such as plumbing facilities and heating equipment. Of necessity, it excluded matters which enumerators could not readily investigate for a general census, e.g., ventilation, light, fire safety, or adequacy of exits.

This item did not appear on the Advance Census Report or the Household Questionnaire. It did appear on all versions of the FOSDIC schedule.

H6.	
Condition	
Sound -	<input type="radio"/>
Deteriorating -	<input type="radio"/>
Dilapidated -	<input type="radio"/>

The three levels of housing condition were described in general terms in the first paragraph of the enumerator's instructions on this item, as follows:

"Item H46 calls for information about the quality of housing. It tells how many housing units are not providing adequate shelter and are, in their present condition, endangering the health, safety, or well-being of their occupants. We call such units dilapidated. For the units that are not dilapi-

dated, we need to know how many are in good repair and, therefore, sound; and how many are in need of repair and, therefore, deteriorating."

Classification of a housing unit into one of the three categories was achieved by noting and evaluating visible defects. The enumerators were told that--

"The particular defects you are to look for were selected because they are signs of structural deficiencies which may themselves be hidden. For example, there may be rotted or termite-ridden joists or beams that only an engineering survey would find. Other defects such as damage to wiring from a leaky roof would be observed only by a more careful inspection than is possible during the census. Many defects can easily be seen, however, and these will help you decide whether a unit is dilapidated or not dilapidated; and if not dilapidated, whether it is sound or deteriorating.

"The types of defects you are to look for relate to weather tightness, extent of disrepair, hazards to physical safety of the occupants, and inadequate or makeshift construction. These defects are called (a) slight, (b) of an intermediate nature, or (c) critical, depending on their extent or degree.

"In most sound units, you will see no defects. However, if there are some slight defects, you should still mark the housing unit as sound. If you see a large number of slight defects, however, be sure there are no more serious defects which would take the house out of the sound category.

"A deteriorating house needs more repair than would be provided in the course of regular maintenance, such as repainting, or nailing down a loose clapboard. A house is to be considered deteriorating when the flaws you see indicate a lack of proper upkeep. One defect serious enough to be listed as intermediate is enough to classify a house as deteriorating. Whenever repairs are needed for a house so that it will continue to provide adequate shelter or protection against the elements, report it as deteriorating.

"A dilapidated house must have one or more of the following types of defects:

- a. One or more critical defects.

b. A combination of intermediate defects. No set number is required. It may be 2 or 3 or it may be 5 or 6, depending on whether these defects taken together indicate that the house no longer provides safe and adequate shelter.

c. Inadequate original construction such that it does not provide adequate protection against the elements."

The Enumerator's Reference Manual also gave numerous examples of defects of each grade of seriousness, detailed instructions for uncommon situations, and cautions regarding the irrelevant circumstances--cleanliness, for example--to be ignored in rating.

Entries for this item were not edited. If blank, an entry was allocated according to rules for imputation of data for residual NA's (described in the section on item H4, Access to unit).

Condition was regarded as a basic measure of housing quality by itself and also in combination with data on plumbing facilities. Condition-plumbing data are published as counts or in cross-tabulation with other housing characteristics in all volumes of the 1960 Census of Housing.

H7. OCCUPANCY

This item was omitted from the Advance Census Report. It appeared on the 100-percent FOSDIC schedules.

H7 Occupancy

Occupied ○

Vacant:

Year-round ○

Migratory wkr ○

Seasonal ○

A unit was regarded as occupied if one or more persons were listed on the population part of the schedule because they lived there regularly, even though tempo-

ALL POSSIBLE COMBINATIONS OF ENTRIES IN THE 100-PERCENT HOUSING LINE FOR H7, H12, and H13

H7, Occupancy	H12, Tenure	H13, Vacancy status	Initial computer classification	Action taken for occupied housing units for which no persons were found
Occupied	Entry	Entry	Occupied	Changed to vacant
Occupied	Entry	Blank	Occupied	Persons imputed
Occupied	Blank	Entry	Occupied	Changed to vacant
Occupied	Blank	Blank	Occupied	Persons imputed
Vacant	Entry	Entry	Vacant	(1)
Vacant	Entry	Blank	Vacant	(1)
Vacant	Blank	Entry	Vacant	(1)
Vacant	Blank	Blank	Vacant	(1)
Blank	Entry	Entry	Occupied	Changed to vacant
Blank	Entry	Blank	Occupied	Changed to vacant
Blank	Blank	Entry	Vacant	(1)
Blank	Blank	Blank	Occupied	Changed to vacant

¹ These units continued to be classified as vacant unless the assembly program found heads of households without corresponding occupied housing units, in which case as many vacant units as necessary were changed to occupied units.

rarily absent at the time of enumeration, or because they lived there temporarily at the time for enumeration and had no usual residence elsewhere. Otherwise it was classified as vacant, even though persons with usual residence elsewhere were living in it temporarily when enumerated. The concept of vacancy is stated more fully in the description of item 13, Vacancy status.

Year-round vacant units were those usually occupied or intended for occupancy at any time of the year. They included units used occasionally throughout the year and units usually occupied throughout the year although located in resort areas.

The migratory worker category of housing units was confined to units intended for occupancy by migratory farm workers during the crop season.

Seasonal units were those intended for occupancy during only a season of the year, such as beach cottages and hunting cabins. They included vacation units in areas having one season for summer sports and another season for winter sports and also included units held for herders, loggers, cannery workers, and other seasonal workers except for migratory farm workers.

A mechanical edit procedure, known as the "household assembly," controlled the occupancy entry in any case in which a housing unit was reported but no occupants were listed and one or more of the three items H7 (occupancy), H12 (tenure), and H13 (vacancy status) were blank or had entries inconsistent with a vacant unit. This procedure is shown below.

H8. NUMBER OF ROOMS

Data on number of rooms were collected on the Advance Census Report and the 100-percent FOSDIC schedule.

H8. How many rooms are in your house or apartment? (Count a kitchen as a room but do not count bathrooms)

Number of rooms.....

H8. How many rooms are in this unit?
Count kitchen but not bathroom

1 <input type="radio"/>	6 <input type="radio"/>
2 <input type="radio"/>	7 <input type="radio"/>
3 <input type="radio"/>	8 <input type="radio"/>
4 <input type="radio"/>	9 <input type="radio"/>
5 <input type="radio"/>	10+ <input type="radio"/>

As in the case of the other housing questions on the Advance Census Report, the wording of the question was intended to be brief, simple, and clear, and to give supplementary instruction only for matters of primary importance.

The enumerator's instructions consisted largely of further detail on what was to be regarded as a room. These were:

"If any questions arise about what constitutes a room, follow these instructions:

- a. Include--Whole rooms used for living purposes; living rooms; dining rooms; bedrooms; kitchens; finished attic or basement rooms; recreation rooms; lodgers' rooms; and rooms used for offices by a person living in the unit.

- b. Do not include--Bathrooms; halls, foyers, or vestibules; closets; alcoves; pantries, strip or pullman kitchens; laundry or furnace rooms; unfinished attics, basements and other space used for storage; porches, unless they have been permanently enclosed and are suitable for year-round use; and offices used only by persons not living in the unit.

- c. A partially divided room, such as a dinette next to a kitchen or living room, is a separate room if there is a partition from floor to ceiling, but not if the partition consists only of shelves or cabinets. Rooms equipped with movable partitions from floor to ceiling are separate rooms.

- d. If a room is shared by occupants of more than one unit, include the room with the unit from which it is most easily reached."

This item was not edited for consistency with other entries. When blank, an entry was imputed by the procedure for imputation of data for residual NA's (described in the section on H4, Access to unit).

H9. WATER SUPPLY

Questions on water supply went through a series of changes throughout the pretests. Results from earlier censuses had indicated that respondents had frequently interpreted "hot water" as relating only to automatic hot water. The Dallas pretest included questions differentiating between continuous and intermittent hot water in order to avoid this misunderstanding. Another solution was to ask how the respondent obtained hot water, and

to provide a list of alternative answers. It was found in both the Memphis and Lynchburg tests that many of the respondents did not know how the water was heated. This conclusion was verified in the reconciliation of the Lynchburg recheck except that the gross error was found to be small, about 2 percent, which was less than the differences between the February and the May enumerations. (In February, respondents were asked about the source of hot water and in May only about piped hot and cold water.)

The question appeared, on the Advance Census Report, and a shortened version appeared on the FOSDIC schedules.

Instructions to enumerators stated that in the hot and cold category, hot water need not be supplied continuously. If the heater furnished hot water only at certain times of the day, week, or year, the unit was considered to have hot and cold running water. Inside the structure referred to water available to the occupants of the unit being enumerated within the same building, but not necessarily within their housing unit. It could have been in a hallway, kitchen, bathroom, or enclosed porch, etc., which was shared with other units in the building. Cold only was to be marked for running water inside the structure which was never heated before leaving the pipes. Running water outside was to be marked for the units if the running water was available elsewhere on the same property, either outdoors or in another structure, but not in the building being enu-

merated. *No running water* described the units whose only source of water was a hand pump, open well, spring, cistern, or a source not on the same property.

H9. Is there hot and cold running water in this house or building? (Check one)

Hot and cold running water inside the house or building.....

Only cold running water inside.....

Running water on property but not inside building.....

No running water.....

H9. Is there hot running water (for this unit)?

Running water in structure

Hot and cold . . .

Cold only . . .

Run. water outside

No running water

Editing and allocation were carried out for this item jointly with the two other basic plumbing items, on flush toilet (H10) and bathing facilities (H11). The procedures are described below in the section on item H11.

H10. FLUSH TOILET

Although there was no change in concept from 1950 for this item, there was an important change in emphasis. A flush toilet inside the structure, either for exclusive use of the occupants of the unit or shared with the occupants of another unit, was identical with the corresponding 1950 category. Other situations were separately distinguished in 1950 but combined in 1960 on the basis that distinctions among them were unimportant. No information on flush toilets in another structure or on privies, chemical toilets, etc., was collected.

This item was collected on the Advance Census Report and on the 100-percent FOSDIC schedules.

H10. Is there a flush toilet in this house or building? (Check one)

Yes, for the use of this household only.....

Yes, but shared with another household.....

No flush toilet for the use of this household.....

housing unit, it is still 'For exclusive use,' provided that it is not also used by occupants of any other unit. When a structure consists of only one housing unit, all equipment located inside the structure is 'For exclusive use.'

"Equipment is 'Shared' if it is also used by occupants of housing units other than the one you are enumerating. Equipment is also 'Shared' if it is intended for use by the occupants of a unit now vacant, as well as by the unit you are enumerating or vice versa. Shared equipment may be inside one of the units or may be centrally located where it can be reached by occupants of all units that share it."

A definition of a flush toilet was considered needless and was omitted. Editing and allocation procedures are described below along with those for water supply and bathtub or shower.

Like the other housing items collected for all households, this did not appear on the Household Questionnaire.

H10. Is there a flush toilet (for this unit)?

For exclusive use . . .

Shared

None . . .

On the sample FOSDIC schedules, the presentation was the same except that the heading was abridged to H10. Toilet.

The instructions to enumerators dealt with the concept of "inside the structure," already described for water supply, and with the distinction between "for exclusive use" and "shared."

The instructions on this distinction, applicable also to items H5 (kitchen, cooking equipment) and H11 (bathtub or shower) were:

"Equipment is 'for exclusive use' when it is used only by persons in one housing unit. If equipment is used by lodgers or other persons living in the

H11. BATHTUB OR SHOWER

This item appeared on the Advance Census Report and on the enumerator's FOSDIC schedules immediately following and in the same format as the flush toilet item.

H11. Is there a bathtub or shower in this house or building? (Check one)

Yes, for the use of this household only.....

Yes, but shared with another household.....

No bathtub or shower for the use of this household.....

On the 100-percent schedules (60PH-1 and 60PH-2), the item was abbreviated.

H11. Is there a bathtub or shower (for this unit)?

For exclusive use . . .

Shared

None . . .

On the sample FOSDIC schedules, the categories were the same as on the 100-percent FOSDIC schedules but the title was shortened to bath.

The instructions to enumerators regarding "inside the structure," "for exclusive use," and "shared" for other items applied to this item as well.

Bathing facilities were defined only to the extent necessary for exclusion of portable facilities. The wording of the instructions was:

"If there is any question about what should be counted as a bathtub or shower, include equip-

ment which is permanently connected to running water. Exclude portable bathtubs."

This definition did not require hot running water for the bathing facilities.

Editing and allocation of the foregoing three plumbing facilities were done jointly. No change was made if hot and cold or cold only was reported for water supply and there were entries in the toilet and bathtub or shower items. No change was made if running water outside or no running water was reported and other or none was reported for flush toilet and none for bathtub or shower. Other situations were edited as follows:

Combination of entries found on schedule	Entries changed for:	Edited to:
Water--hot and cold..... Bathtub or shower--for exclusive use..... Toilet--no entry.....	Toilet	For exclusive use
Water--outside; no running water; or no entry..... Bathtub or shower--for exclusive use..... Toilet--for exclusive use.....	Water	Hot and cold
Water--outside; no running water; or no entry..... Bathtub or shower--for exclusive use..... Toilet--shared; none; or no entry.....	Water Toilet, if no entry	Cold only (¹)
Water--outside; no running water; or no entry..... Bathtub or shower--shared..... Toilet--for exclusive use; shared; none; or no entry.....	Heater Toilet, if no entry	Cold only (¹)
Water--hot and cold..... Bathtub or shower--no entry..... Toilet--for exclusive use; shared; none; or no entry.....	Bathtub or shower Toilet, if no entry	(¹) (¹)
Water--hot and cold..... Bathtub or shower--shared; or none..... Toilet--no entry.....	Toilet	(¹)
Water--cold only..... Bathtub or shower--for exclusive use; shared; none; or no entry..... Toilet--for exclusive use; shared; none; or no entry.....	Bathtub or shower, if no entry Toilet, if no entry	(¹) (¹)
Water--outside; no running water; or no entry..... Bathtub or shower--none; or no entry..... Toilet--exclusive; or shared.....	Water Bathtub or shower, if no entry	Cold only (¹) (¹)
Water--outside; or no running water..... Bathtub or shower--no entry..... Toilet--no entry.....	Bathtub or shower Toilet	None None
Water--no entry..... Bathtub or shower--none; or no entry..... Toilet--none; or no entry.....	Water Bathtub or shower, if no entry Toilet, if no entry	(¹) (¹) (¹)

¹ Edited according to instructions for "imputation of data for residual NA's."

H12. TENURE

Tenure is a standard housing census item which has not changed in concept from census to census. However, earlier experience suggested that improvements could be made in ways of asking the question. The simple question "Do you own or rent this house (or apartment)?" did not necessarily elicit a direct answer. The owner with a mortgage was likely to say "No, I am buying it." The occupant who paid no rent or provided services in lieu of rent was uncertain as to how he should answer. In fact, historically, the tenure item usually appeared on the schedule just as a heading, "tenure," rather than as a question, although generally the enumerators were given suggestions as to how to ask the question. Consequently, in preparation for the 1960 census several ways of asking about tenure were tested. Checks were also made on the accuracy of reporting of tenure and on the reasons for some units being occupied without payment of cash rent.

Various suggestions for asking about tenure were tried in many of the pretests to observe reactions on the part of both enumerators and respondents. The wording most used in the pretests, "Is this unit (house or apartment) owned or being bought by someone living in it, or is it rented?", was also used on the 1960 census schedules. This was never directly tested against alternative questions. However, a comparison of the Danville pretest (where it was used) and the Lynchburg pretest (where the question used was "Do you own or rent these quarters?") showed no significant difference in error rates. Both studies had low error rates on tenure--1.7 percent and 1.8 percent, respectively. Observers in the Dallas pretest, however, reported that in roughly half the cases enumerators rephrased the tenure question to something like, "Do you own this home?" Thus the error, or lack of error, cannot be attributed wholly to the recommended wording.

Most of the tenure investigations and rechecks were concerned with accuracy of tenure reporting. In addition to the rechecks in Danville and Lynchburg, a reinterview of the National Housing Inventory sample was conducted in Chicago and there was a reinterview of the August 1958 Current Population Survey Supplement on Tenure.

8 of the 11 were units originally enumerated as owner-occupied but enumerated as renter-occupied in the recheck. The gross errors in Danville and Lynchburg were small. In Danville, the errors were on the side of too many owners, and they were about equally divided in Lynchburg.

In Danville, the problem of errors between rented and no cash rent was also studied. The tenure question as usually asked (either the form used in the 1960 census or variations, such as "Do you own or rent this house?") tends to obtain an undercount of those who pay no cash rent versus cash renters. However, in a complete census that includes questions on the amount of rent or value, the correct count of no-cash-rent units is more likely to be obtained. The Danville recheck indicated that about two-thirds of the no-cash-rent units were quarters provided by relatives. The remaining units were provided in exchange for work or services.

Each of these reinterviews or rechecks included some probing questions as to why tenure was originally misclassified. One of the most common causes found in the reconciliation of differences was that the unit was owned by a relative, for example, a father or a son of the head of the household. The second most common cause appeared to be errors made by enumerators. A few response errors resulted from considering mortgage payments as rent and from confusion between structure and unit, e.g., both units in a two-unit structure were reported as owner-occupied because the owner lived in one unit.

The most important conclusion from the tenure studies was that questions on rent and value usually eliminated the errors on reporting of tenure. The proposed design for the housing census provided that rent and value be collected only for one-fourth of the units outside of block cities, therefore, consideration had to be given to the relative importance of such errors. Since they were found to be small, no changes in design were made.

The item on tenure, by its nature, applied only to occupied housing units. The question as it appeared on the Advance Census Report and on the 100-percent FOSDIC schedule is reproduced here.

H12. Is the house, part of the house, or apartment in which you live: (Check one)	
Owned or being bought by you or someone else in your household?.....	<input type="checkbox"/>
Rented for cash?.....	<input type="checkbox"/>
Occupied without payment of cash rent?.....	<input type="checkbox"/>

If "OCCUPIED"	
H12. Is this unit owned by someone living in it or is it rented?	
Owned or being bought ..	<input type="radio"/>
Rented ..	<input type="radio"/>
No cash rent	<input type="radio"/>

In the Chicago reinterview it was found that the gross error in tenure reporting was relatively large for the part of the sample where a short National Housing Inventory form had been used. The gross error was 8.1 percent, resulting largely from a tendency of the original enumerators to report too few owners. The net error was 2.5 percent. Results from the Chicago study appeared to indicate that one factor in the error rate was that the short National Housing Inventory form did not obtain information on rent and value whereas the long form, for which the gross error was only 2.8 percent, did include such questions.

In the August 1958 reinterview of about 2,000 households in the Current Population Survey Supplement on Tenure, only 11 discrepancies were uncovered. Although the percent of gross error found here was insignificant, the direction of the majority of the errors was opposite from that found in the Chicago reinterview cited earlier:

This item was omitted from the Household Questionnaire. On the sample FOSDIC schedules it was the same as on the 100-percent schedules except for abridgement of the title to H12. Owned or rented.

The wording of the first category on the Advance Census Report was adopted to emphasize two important elements in the census definition of owner-occupied units: (1) inclusion of mortgaged units and units being bought on land contract, and (2) inclusion of units owned or being bought by an occupant other than the head of the household. The wording of the remaining two categories was adopted to clarify, as far as could be done briefly, the distinction between ordinary rental occupancy and the remaining forms of tenure--occupancy in full or partial payment for services, use of a housing unit contributed by a relative or friend who owned it, payment by a share of crops or a specified amount of

goods of any sort, and squatter occupancy of abandoned or unguarded units.

The enumerator's instructions were:

"Is this unit owned by someone living in it or is it rented? There should be an entry in item H12 if the first circle in item H7 has been filled. Mark one of the three circles as follows:

- a. Owned or being bought--A unit is 'Owned or being bought' if the owner or co-owner lives in it, even if it is mortgaged or not fully paid for. The owner need not be the head of the household. A cooperative apartment unit is 'Owned or being bought' only if the owner lives in it.
- b. Rented--If any money rent is paid or contracted for, the unit is 'Rented.' The rent may be paid by persons not living in the unit-- for example, a welfare agency.
- c. No cash rent--If the unit is not 'Owned or being bought' and if no money rent is paid or contracted for, mark the unit 'No cash rent.' Such units are usually provided in exchange for services rendered, or as a gift from a relative or friend not living in the unit. For example, a unit occupied by a caretaker, farmworker or a janitor, who receives the use of a house or apartment as part of his wages, or a parsonage which is made available to a minister as part of his salary, is to be marked 'No cash rent.' A unit occupied by a tenant farmer or share cropper who does not pay any cash rent should also be marked 'No cash rent.'

This item and the related item H13, Vacancy status, were edited jointly. The procedures are described below under H13, Vacancy status.

H13. VACANCY STATUS

The collection of information on vacancies was a difficult part of the housing and population censuses because most of the emphasis on coverage related to finding persons and the places in which they lived. Nevertheless, systematic tests of the degree of coverage for vacant units were not feasible in the pretests. Consequently, most of the evaluation in this area was dependent upon observers' reports of how thoroughly enumerators pursued questions on the presence of vacant quarters in the structure. This type of observation was done in the places where formal pretests were conducted such as Yonkers, Memphis, Lynchburg, Martinsburg, and North Carolina. In general, this nonstatistical evaluation indicated a greater tendency for vacant units to be missed in tests where self-enumeration was used. The principal reason appeared to be a tendency of some enumerators simply to pick up the Advance Census Reports (when they were filled) without questioning the respondents. This was more likely to occur when the structure appeared to have only one unit. No estimate of the number of missed units was available from these tests.

Another major problem encountered in the pretest program was the failure to report characteristics of vacant units. This was observed in several pretests. In the North Carolina pretest, an NA rate of 55 percent was found on the number of rooms in vacant units for Rutherford County. The NA rate for the same item in occupied units was only 1.6 percent. Similarly, NA rates for other 100-percent housing items, although not as high, were much higher for vacant units than for oc-

cupied ones. For the sample housing items the highest NA rate found was 68 percent for heating equipment in vacant units. Many other characteristics were not reported for approximately half of the vacant units. The excessive NA rates were found in Catawba County outside of Hickory City or in Rutherford County, but even in the city, NA rates for characteristics of vacant units were considerably higher than for occupied units.

Since the North Carolina pretest was the last one conducted prior to the census, no further testing of methods for overcoming these high NA rates was possible. A reduction in the rates was achieved in the regular census by giving more emphasis in enumerator training to the problems of enumerating vacant units.

Testing concepts for the classification of vacancies by status was done as a part of the regular quarterly Housing Vacancy Survey rather than in the census pretest program. As a result of this continuing program, some changes in definitions and classifications were introduced for the 1960 Census of Housing.

Changes in the classification by vacancy status between 1950 and 1960 included the splitting up of the 1950 group, Non-seasonal-not dilapidated, not for rent or sale, into three types: (1) rented or sold, awaiting occupancy, (2) held for occasional use, and (3) held for other reasons. Another change was the dropping of a separate category for those units occupied by nonresidents. Such units were included in the appropriate category of vacancy status without separate identification. Other changes involved only the names of some categories.

Some definitional changes were related to the identification of vacant units as a part of the housing inventory. For example, condemned units or units awaiting demolition were formerly included as vacant until demolition was actually underway. The new definition excluded such units if there was positive evidence (a sign, notice, or mark on the house or in the block) that the unit was to be demolished. Similarly, the definition for excluding units that were unfit for living quarters was improved by specifying that a vacant unit should not be included in the inventory when most of the doors and windows were missing and floors were unsafe.

The item on vacancy status applied only to units classified as vacant--year round in item 7, Occupancy. For simplicity of procedure, it was collected for all vacant units, but it was not tabulated for migratory worker units or seasonal units. The item was omitted from the Advance Census Report and the Household Questionnaire. It appeared only on the enumerator's FOSDIC schedules.

If "VACANT"	
H13. Vacancy status	
For rent -----	<input type="radio"/>
For sale only ---	<input type="radio"/>
Rtd or sold not occ	<input type="radio"/>
For occasional use	<input type="radio"/>
Other vacant ----	<input type="radio"/>

The Enumerator's Reference Manual defined the categories as follows:

- "a. For rent--Include units which are for rent and vacant units offered for rent or sale at the same time.

"b. For sale only--Include units which are for sale only. A unit which is either 'For sale or rent' is to be reported 'For rent.' The following additional instructions apply to multiunit structures only:

(1) Individual units in a multiunit structure--In a cooperatively owned apartment building, most individual units are offered 'For sale only.' However, check to determine that a unit is not for rent.

(2) Entire multiunit structure--When an entire multiunit structure is offered 'For sale only,' the individual units in it should be marked as follows:

(a) If the individual vacant unit in the structure is offered for rent, report it as 'For rent.'

(b) If the individual vacant unit is intended to be occupied by the new owner, report it as 'For sale only.'

(c) If the individual unit is vacant because it is being held for sale of the entire structure, report it as 'Other vacant.'

"c. Rented or sold, not occupied--If any money rent has been paid or contracted for, but the renter has not yet moved in, or if the unit has recently been sold, but the new owner has not moved in, report it as 'Rtd or sold, not occ.'

"d. For occasional use--If a unit is for weekend or other occasional use, mark 'For occasional use.'

"e. Other vacant--If a unit does not fall into any of the above classifications, report it as 'Other vacant.' Some examples are:

(1) Held for settlement of an estate.

(2) Held for occupancy of a caretaker or janitor.

(3) Held for sale of an entire multiunit structure (except as described in 'For sale only' above).

(4) Held for personal reasons of the owner or renter.

(5) Temporarily occupied by persons all of whom have usual residence elsewhere (marked 'VAC-URE' in item P2)."

This item was edited jointly with item H12, Tenure, by procedures which varied according to the type of schedule being tabulated. These edits were controlled by the classification in H7, Occupancy.

Occupied Units

Two procedures, both relatively simple, were used for units which were reported as occupied in the H7 item, Occupancy:

In tabulation of 100-percent data for nonblock areas, a blank for tenure for occupied units was edited to:

1. *Rented*, if vacancy status was reported as for rent.

2. *Owned or being bought*, if vacancy status was reported as for sale.

3. Tenure of the preceding occupied unit, if vacancy status was reported as any other or was blank.

In tabulation of 100-percent data for block areas and in tabulation of sample data for all areas, a blank for tenure of units reported as occupied was edited as follows:

1. An entry of *owned or being bought* was made if there was an entry for value (H15 or H40) and if rent (H16 or H41) was blank.

2. *Rented* was entered if value was blank and there was an entry other than \$000 for rent.

3. If both value and rent were blank, or if both had entries,

a. *Owned or being bought* was entered if vacancy status was for rent.

b. *Rented* was entered if vacancy status was for rent.

c. Tenure of the preceding occupied unit was entered if vacancy status had any other entry or was blank.

In this group of edits, a blank for tenure or an entry of *rented* was edited to *no cash rent* if the monthly rent entered in H16 or H41 was \$000.

Vacant Seasonal Units; Vacant Migratory Worker Units

In tabulations on a 100-percent basis, a blank or any other entry for vacancy status for a unit reported in item H7, Occupancy, as a vacant seasonal or migratory worker unit was edited to *other vacant*. In tabulation on a sample basis, any entry for vacancy status of these units was left unchanged, and blanks were edited to *other vacant*.

Vacant Year-round Units

In tabulation of 100-percent data for nonblock areas, for a unit reported in item H7, Occupancy, as vacant the year round, a blank for vacancy status was edited to:

1. *For sale*, if tenure was reported *owned or being bought*.

2. *For rent*, if tenure was reported as *rented*.

3. *Other vacant*, if tenure was blank and condition was *dilapidated*.

4. A cycle of *for rent* for four units, then *for sale* for one unit, then *other vacant* for five units, if tenure was blank and condition was *sound, deteriorating*, or blank.

In tabulations of 100-percent data for block cities and tabulations of all sample data, a blank for vacancy status for these units was edited to:

1. *For rent*, if there was an entry other than \$000 for monthly rent in item H16; to *other vacant* if there was an H16 entry of \$000. These edits were made regardless of any entry for value, H15.

2. For sale, if there was an entry for value and the rent item was blank,
3. For sale, if value and rent items were blank and tenure was *owned or being bought*.
4. For rent, if value and rent items were blank and tenure was *rented*.
5. Other vacant if value and rent items were blank and tenure was *no cash rent*.
6. Other vacant, if value, rent, and tenure items were blank and condition was *dilapidated*.
7. A cycle of *for rent* for five units, then *for sale* for one unit, then *other vacant* for four units, for tabulations of 100-percent data, if value, rent, and tenure items were blank and condition was *sound or deteriorating*.
8. A cycle of *for rent* for nine units, *for sale* for two units, and *other vacant* for seven units, for tabulations of sample data, if value, rent, and tenure were blank and condition was *sound or deteriorating*.

If "OWNED OR BEING BOUGHT" or "VACANT-FOR SALE ONLY"		Transcribe items H14, H15, H18 here ←
H14. Description of property	1 unit, no business ---- ○ 1 unit, with business ---- ○ 2 or more units ---- ○	
[]		

On the sample FOSDIC schedule used in large cities, the item was --

H14. Description of property	[]
1 unit:	
No business	○
With bus..	○
2+ units..	○

On the sample FOSDIC schedule used everywhere except in large cities, the item was --

H14, H39. DESCRIPTION OF PROPERTY

The item on description of property applied only to owner-occupied units and vacant units available for sale. Its purpose was to allow restriction of the tabulations of value to occupied units and vacant-for-sale properties consisting of only one housing unit, without business premises. It was collected on a 100-percent basis in large cities and on a 25-percent basis elsewhere. It was an observation item, entered by the enumerator on the 100-percent schedule in block city areas and as item H39 in a block headed "To be filled by census taker" on the last page of the sample Household Questionnaire, from which it was transcribed to the sample FOSDIC schedules. It was omitted from the Advance Census Report and from the questions addressed to respondents on the Household Questionnaire, but H39 was in the section headed "To be filled by census taker" on the back of the version of the Household Questionnaire used everywhere except in block cities. It appeared as follows:

If "OWNED OR BEING BOUGHT" or "VACANT-FOR SALE ONLY" (Omit if 10 acres or more)		If transcribing from PH-2, copy from items H14, H15, H16 into H39, H40, H41. ←
H39. (H14) Description of property (From back page of questionnaire)	1 unit, no business ---- ○ 1 unit, with business ---- ○ 2 or more units ---- ○	
[]		

When there was a blank for a unit to which the item was applicable (an owner-occupied unit or one vacant and for sale), it was edited to *1-unit, no business*.

This item was not tabulated; it was used only for screening purposes in tabulations of data on value of property. It was evident that in the enumeration of some of the larger cities some enumerators reported cooperatively owned apartments in multiunit buildings as *1 unit, no business* properties. When this occurred, the screening value of the question was destroyed.

TO BE FILLED BY CENSUS TAKER

H39. If PH-1—	
Descr. prop. (for owner occ.)	
1 nb	<input type="checkbox"/>
1 wb	<input type="checkbox"/>
2	<input type="checkbox"/>

The term "business" was defined in the Enumerator's Reference Manual as a clearly recognizable commercial establishment, such as a restaurant, store, or filling station. If there was no commercial establishment on the property, it was to be classified as having no business.

On the 100-percent FOSDIC schedule used in large cities this item was --

H15, H40. VALUE OF PROPERTY

The only significant testing of the item on value of property was in the Washington pretest. On one of the three schedules, conventional value intervals were used. On the other two schedules, the respondent was asked which of six suggested amounts was closest to the value, and then was asked whether the value was about the same as, greater than, or less than the amount he had designated. This latter procedure was found to be less successful in obtaining consistency of results than value intervals, and was dropped.

The item on value of property applied to owner-occupied units and vacant-for-sale-only units. In areas where the block city schedule was used, the item appeared on the Advance Census Report and on the enumerator's 100-percent and sample FOSDIC schedules. In other areas, the item was collected on a 25-percent sample basis, and appeared as H40 on the Household Questionnaire and on the sample FOSDIC schedules.

The information desired was the current market value of the property for owner-occupied units, or the price being asked for vacant units offered for sale only. This concept is expressed clearly on the questionnaires and schedules. On the Advance Census Report used in large cities the item appeared as follows:

HOME OWNERS AND BUYERS PLEASE ANSWER THIS QUESTION

H15. About how much do you think this property would sell for on today's market? (Check one)

Under \$5,000..... <input type="checkbox"/>	\$15,000 to \$17,400..... <input type="checkbox"/>
\$5,000 to \$7,400..... <input type="checkbox"/>	\$17,500 to \$19,900..... <input type="checkbox"/>
\$7,500 to \$9,900..... <input type="checkbox"/>	\$20,000 to \$24,900..... <input type="checkbox"/>
\$10,000 to \$12,400.... <input type="checkbox"/>	\$25,000 to \$34,000..... <input type="checkbox"/>
\$12,500 to \$14,900.... <input type="checkbox"/>	\$35,000 or more..... <input type="checkbox"/>

On the corresponding 100-percent FOSDIC schedule, the item was--

H15. If "1 unit, no business" property-- About how much would this property sell for on today's market? (If vacant: What is the price asked for this property?)

Under \$5,000 <input type="radio"/>	15,000-17,400 <input type="radio"/>
5,000- 7,400 <input type="radio"/>	17,500-19,900 <input type="radio"/>
7,500- 9,900 <input type="radio"/>	20,000-24,900 <input type="radio"/>
10,000-12,400 <input type="radio"/>	25,000-34,900 <input type="radio"/>
12,500-14,900 <input type="radio"/>	35,000 or over <input type="radio"/>

H40 as it appeared on the Household Questionnaire used outside large cities was virtually the same as H15 on the Advance Census Report used in large cities. The only important difference was the addition to H40 of an instruction that it was not to be answered for a housing unit on a property of 10 acres or more, a situation of negligible frequency in the urban places where item H15 appeared on the Advance Census Reports.

As is apparent, there were gaps of \$100 between class intervals. These were present for several reasons, the most important of which was that any amount smaller than \$100 has no significance in an estimate of value and gives a spurious impression of greater accuracy than exists. Past experience with schedules on which value of property was written in was that responses were in integral multiples of \$100 in all but a slight percentage of cases. Class intervals were provided, rather than space for write-in entries, to facilitate response.

The enumerators were instructed to use the appropriate wording of the question, depending on whether the unit was occupied or vacant, when inquiry was necessary. The instructions continued:

"How to Mark Item H15.--Mark one circle--and only one--to show the category which covers the respondent's answer. When the Advance Census Report has not been filled out, an additional question may sometimes be needed. For example, if the respondent says 'about \$12,000 or \$13,000,' you would need to ask--before marking this item--'Is it between \$10,000 and \$12,400 or between \$12,500 and \$14,900?'"

"How to Help Respondent Answer.-- If the respondent has any difficulty answering the question or shows any reluctance to answer it, the following suggestions may be helpful:

- a. If the respondent cannot give an estimate because he thinks an exact figure is needed, help him by reading some of the figures from the schedule. For example, ask whether the value is about \$10,000, \$12,500, or \$14,000.

- b. If the respondent has never thought of selling his home, ask whether he knows of a sale of a similar property in his neighborhood. If he does, suggest that he estimate the value of his property accordingly.
- c. If the respondent does not understand what is meant by 'this property,' explain that it includes--
 - (1) The entire structure in which the owner lives.
 - (2) The land on which it stands.
 - (3) Any additional structures on the same plot of land.
- d. If the respondent indicates that he owns the structure but not the land on which it is built, ask his estimate of the combined value of the structure and the land.
- e. If joint ownership exists, the value of the entire property should be reported, whether or not all the co-owners live in the unit being enumerated.
- f. If the respondent appears unwilling to answer the question, assure him that the estimate he gives is confidential and cannot be used for purposes of taxation or assessment."

Screening carried in conjunction with tabulation excluded units with business on the property, units in multi-unit structures (except as any of the latter units in cooperatively owned buildings were reported as 1 unit, no business properties), units in trailers, and units on properties of 10 acres or more in rural areas.

For units for which the item on description of property was blank or was 1 unit; no business, a blank for value was edited in accordance with rules for imputation of data for residual NA's described in the section on item H4, Access to unit.

H16, H41, RENT, AND H43-H46, UTILITY AND FUEL COSTS PAID IN ADDITION TO RENT

The two main components of gross rent were contract rent and costs of utilities and fuels. The former generally created fewer enumeration problems since it was the amount contracted for by the renter as regular monthly payments to the landlord. However, in the Lynchburg recheck, differences in contract rent of \$5 or more were found between the February and May enumerations for 9 percent of the cases. Gross errors of around 5 percent were found in reconciliation of the enumerations.

The computation of gross rent was subject to more errors since fuels and utilities did not necessarily involve single monthly payments. Either fuels or utilities might have been paid for as payments of several bills and, in the case of fuels, at irregular intervals.

Typically, utility and fuel costs were reported as monthly averages, presumably for the previous year. However, the respondent was not asked to get the bills and average them. It was believed that he was likely simply to report the bill for the previous month (or quarter). A study of this variable component of gross rent was undertaken for a sample of renters from the Lynchburg pretest.

The households in this sample were revisited in May following the regular pretest. Instead of the usual monthly average cost of utilities, information was obtained on the amount for the previous month and on the highest and lowest monthly amount during the past 12 months. When

fuel was reported in addition to rent, the name of the fuel dealer was obtained. The costs of all utilities and fuels not included in the contract rent were verified by interviewing the utility companies and fuel dealers.

Verified figures were added to the contract rent and compared with enumerated gross rent for 490 units. Comparisons were made between enumerated and verified figures at four levels of estimates as shown in the table below:

ESTIMATES OF MEAN GROSS RENT

Item	Average monthly gross rent	Last month's gross rent	Highest month's gross rent	Lowest month's gross rent
Gross rent as enumerated	\$63.00	\$63.00	\$65.40	\$60.90
Gross rent as verified	61.70	62.90	65.90	59.20

Since contract rent was constant and represented about 75 percent of gross rent, and the differences in these means reflect differences in only the remainder, the differences consequently are not pronounced.

Evaluation of the impact on class intervals indicated that somewhat more accurate figures were obtained for the gross rent distribution by use of the previous month's costs instead of the average monthly cost. The results showed that 70 percent of the enumerated monthly averages combined with contract rent fell into the same class interval as when the verified averages were used. On the other hand, when the enumerated previous month's costs were combined with contract rent, over 80 percent fell into the same class interval as when verified costs for the previous month's rent were used. Although reported more accurately than average costs, the previous month's cost was not necessarily more representative of what users paid for utilities and fuels.

The final result of this test was that no changes were made in the method of asking for information on gross rent. Since the alternative methods made relatively little difference in the gross rent distribution and no observable difference in the mean, the concept of average cost was retained as being more logical.

The item on rent was collected for all appropriate units on the Advance Census Report and the 100-percent FOSDIC schedule in the block cities, and elsewhere, for a 25-percent sample, as item H41 on the Household Questionnaire and on the sample FOSDIC 60PH-3 schedule.

The information desired was the monthly rent paid or agreed upon for the housing unit by the occupants, or by relatives, friends, a welfare agency, etc., on their behalf, or the monthly rent asked for vacant units available for rent. Rent paid by the week or by any other period except a month was to be converted to a monthly basis. The figure sought was the rent agreed upon, regardless of utilities, fuel, equipment, furniture, and services provided. (Occupant-paid utilities and fuel were collected as separate items.)

The item appeared on the Advance Census Report and on the 100-percent FOSDIC schedule for large cities.

Information on rent was collected to the nearest dollar rather than in class intervals because, unlike value of property, the exact amount was known and because renters are likely to think of their rent in terms of the exact amount paid rather than in terms of a range.

RENTERS PLEASE ANSWER THIS QUESTION

H16. If you pay your rent by the month—

What is your monthly rent? \$.....00
(Nearest dollar)

OR

If you pay your rent by the week or some other period of time—

What is your rent and what period does it cover?

\$.....00 per
(Nearest dollar) (Week, year, etc.)

H16. What is the monthly rent (for this unit)?

Enter to nearest dollar

	0	1	2	3	4	5	6	7	8	9
Hnd's	○	○	○	○	○	○	○	○	○	○
Tens	○	○	○	○	○	○	○	○	○	○
Units	○	○	○	○	○	○	○	○	○	○

The enumerators were instructed to enter a rent figure if the unit was rented or vacant, for rent, but not otherwise, and to round the figure to the nearest dollar when the reported figure ended in cents.

Further instructions were--

- "a. Weekly or semimonthly rentals.--Be sure you report a monthly rental. If the rent is reported on other than a monthly basis, convert it to a monthly basis. Multiply weekly rents by four and one-third, semimonthly rents by two.
- "b. Furnishings and utilities.--The rent to be reported is the rent agreed upon, regardless of the furnishings, utilities, or services included.
- "c. Report rent (for this unit) only.--The rent reported should apply only to the housing unit which you are enumerating. If the rent actually paid by the respondent includes rent for a business unit or for housing units occupied by others, report that part of the total rent which he estimates to be for just his own housing unit.

- (1) A renter pays \$75 monthly for an unfurnished house in which he occupies the first floor unit. He rents out two small furnished apartments on the second floor for \$30 each. The renter estimates that his first floor unit, if rented separately, would be worth \$40 of the \$75 he pays for the entire house. Record the monthly rent for his unit as \$40. When enumerating the upstairs apartment in this case, you would record their monthly rents as \$30 each. Adjustments of this sort are necessary only when other housing units or business units are involved.
- (2) If the respondent has difficulty in giving an estimated rent for his own unit, ask what part of the total floor space is included in his own living quarters and suggest that the rent be estimated on that basis. For example, if he pays \$90 a month for a house which contains two housing units and uses half the floor space, \$45 would be a reasonable estimate for his unit if the two housing units are similar.

"d. Lodgers or roomers.--Disregard any rent paid to the head of the household by roomers or lodgers who are listed as members of the household.

"e. Rent for vacant units.--In the case of vacant units which are 'For rent,' report the rent asked for the unit being enumerated, regardless of what furnishings or utilities are included in the rent."

Although data on monthly rent were collected on a complete-coverage basis in some areas and on a 25-percent sample basis elsewhere, items on additional costs for utilities and fuel were collected for a 25-percent sample in all localities. These items were not tabulated directly but were added to the monthly rent reported, for computation and tabulation of gross rent.

Item H43 consisted of three yes-or-no questions on whether the occupants paid for electricity, gas, and water, respectively, in addition to rent. Item H45 was a corresponding yes-or-no question for the major solid and liquid fuels--oil, coal, kerosene, and wood. Mention of miscellaneous other fuels was omitted from the Household Questionnaire for brevity and simplicity, but the inquiry was extended to include them in the enumerator's instructions. These two items applied to occupied units rented for cash as defined for item H12, Tenure, and to vacant units offered for rent.

Item H44 asked the average monthly cost to the occupants for each utility for which the answer was yes in item H43, and item H46 asked the annual cost of fuel if the answer to H45 was yes. These items on monthly and annual cost, respectively, were limited to occupied units which were rented for cash.

These items and instructions as they appeared on the Household Questionnaire and sample FOSDIC schedules used in large cities are reproduced here.

ANSWER QUESTIONS H43 TO H46 IF YOU PAY RENT FOR YOUR HOUSE, APARTMENT, OR FLAT	
H43 and H44. In addition to rent, do you also pay for:	
Electricity? (Check one box)	
Yes <input type="checkbox"/> → What is the average monthly cost for electricity?	\$00 (See instructions below)
No <input type="checkbox"/>	
Gas? (Check one box)	
Yes <input type="checkbox"/> → What is the average monthly cost for gas?	\$00 (See instructions below)
No <input type="checkbox"/>	
Water? (Check one box)	
Yes <input type="checkbox"/> → What is the average monthly cost for water?	\$00 (See instructions below)
No <input type="checkbox"/>	
H45 and H46. In addition to rent, do you also pay for oil, coal, kerosene, or wood?	
Yes <input type="checkbox"/> → About how much do you pay for such fuel per year?	\$00 (See instructions below)
No <input type="checkbox"/>	

The items appeared in the same form on the Household Questionnaire used in areas where rent was collected for a sample only (form 60PH-7) but were preceded by items H41, Monthly rent, and H42, Inclusion of farm land in rent, under the heading, "Answer questions H41 to H46 if you pay rent for your house, apartment, or flat."

They were identical on the sample FOSDIC schedule used outside large cities, but were preceded by items

H43. In addition to rent, does renter pay for--		H44. If "Yes" in H43 and if occupied-- What is the average monthly cost for--	
a. Electricity?	a. Electricity?	\$ 0 1 2 3 4 5 6 7 8 9	
Yes <input type="checkbox"/>	Tens <input type="checkbox"/>		
No <input type="checkbox"/>	Units <input type="checkbox"/>		
b. Gas?	b. Gas?	\$ 0 1 2 3 4 5 6 7 8 9	
Yes <input type="checkbox"/>	Tens <input type="checkbox"/>		
No <input type="checkbox"/>	Units <input type="checkbox"/>		
c. Water?	c. Water?	\$ 0 1 2 3 4 5 6 7 8 9	
Yes <input type="checkbox"/>	Tens <input type="checkbox"/>		
No <input type="checkbox"/>	Units <input type="checkbox"/>		
H45. In addition to rent, does renter pay for--		H46. If "Yes" in H45 and if occupied-- What is the total yearly cost for--	
Oil, coal, wood or kerosene?	Oil, coal, wood or kerosene?	\$ 0 1 2 3 4 5 6 7 8 9	
Yes <input type="checkbox"/>	Hnd's <input type="checkbox"/>		
No <input type="checkbox"/>	Tens <input type="checkbox"/>		
	Units <input type="checkbox"/>		

H41 and H42, just as on the Household Questionnaire used outside large cities.

The wording of these items on the Household Questionnaire was intended to emphasize that the inquiries dealt with expenses paid directly by the occupants rather than with use of the various utilities and fuels. Each inquiry about cost was preceded by a yes-or-no question in order to obtain a specific answer in each case, as far as possible, and thereby minimize blanks.

The enumerator's instructions were fairly detailed. They were:

"H43. In addition to rent, does renter pay for--
Electricity?
Gas?
Water?"

"Mark for every housing unit which is renter occupied ('rented' in item H12) or vacant, for rent ('For rent' in item H13).

"How to Mark--Mark each of the three parts: Electricity, gas, and water. If there is any question about the meaning of the categories, follow these instructions:

- Mark 'Yes' if the renter pays for all or part of the cost of the utility.
- Mark 'No' if the cost of the utility is included in the rent or if renter does not use the utility.

"Special Instructions for Marking Vacant Units--For 'Vacant--for rent' units, the answers should show whether the next renters will pay for each utility (electricity, gas, and water). If the respondent says the utility is available, but he does not know whether the next occupants will use it (e.g., it may depend on whether they have a gas or electric stove), report on the basis of whether the last occupants used the utility.

"H44. What is the average monthly cost for--
Electricity?
Gas?
Water?"

"If the unit is rented ('Rented' in item H12) this item should be completed for each utility marked 'Yes' in item H43. If the unit is vacant, for rent ('For rent' in item H13), skip to item H45.

"How to Mark--Mark the average monthly cost to the nearest whole dollar in the FOSDIC circles for each utility marked 'Yes' in item H43.

"How to Obtain Replies--If any questions arise about the meaning of the question or about what

should be included in the cost, follow these instructions:

- a. The amount marked should be the monthly average for the past 12 months. If bills are received every two months, be sure amount of average bill is divided by two. If the water bill is paid quarterly or semi-annually, have the respondent figure the total yearly cost and divide by 12. If gas is used for heating, be sure the average reported reflects a year-round average.
- b. If respondent does not know the exact cost, an approximate figure will do. Ask additional questions if necessary to obtain a reasonable estimate.
- c. Special instructions--
 - (1) The amount reported should be the respondent's own housing unit only. If he pays the entire water bill for a two-unit structure, get an estimate for his unit only.
 - (2) Enter the cost to the renter for these utilities, even if the bills are unpaid or are paid by a welfare agency, relatives, or friends.
 - (3) If only part of the amount billed for a given utility is paid by the occupants of a housing unit you are enumerating, report only that part.
 - (4) If two utilities, such as gas and electricity are billed together, ask the respondent to estimate the monthly average cost for each.

"H45. In addition to rent, does renter pay for oil, coal, wood, or kerosene?"

"Mark for all renter-occupied and vacant, for rent units. This item should be filled whenever items H41 and H43 are marked.

"How to Mark-- Follow these instructions if there are any questions about the meaning of the categories:

- a. Mark 'Yes' if the renter uses and pays for all or part of the cost of these fuels in addition to his rent. Also mark 'Yes' if the renter uses (and pays for) some fuel other than those listed in the question. The 'coal, oil, wood, and kerosene' are merely examples of all heating and cooking fuels, other than gas and electricity (covered in item H43).
- b. Mark 'No' if the renter does not pay separately for these fuels. Mark 'No' also if no fuels are used or if the only fuels used are gas and electricity reported in item H43.

"H46. What is the total yearly cost?"

"Mark only for renter-occupied units when the answer to H45 is 'Yes.' Omit the item for vacant, for rent units.

"How to Mark-- Mark the three FOSDIC circles (hundreds-tens-units) to record the total yearly cost of fuels reported by the respondent. Enter amount to the nearest dollar.

"How to Obtain Replies--

- a. Fuels covered-- Include the cost of all fuels except gas and electricity used for heating and cooking.

b. (Omitted here; this part of the enumerator's instructions repeats the suggestions on the Household Questionnaires for approximation of utility and fuel cost, by respondents without records.)

c. Special situations:

- (1) Seasonal variation in costs-- If fuel is used only in the winter months, the instructions above should be adequate for estimating fuel costs. If the fuels are also used throughout the year for cooking or heating water, figure the cost for the heating season, then figure the cost for the remainder of the year, and add the two figures together.
- (2) Recent movers-- If the respondent has moved in during the past few months, he may have difficulty estimating his fuel cost for an entire year. If so, ask for his estimate based on recent experience and general knowledge of fuel costs. Emphasize that we need an estimate in order to compute total housing costs for all housing units on a comparable basis.
- (3) Structure with more than one unit-- If more than one unit is in the structure, be sure that the amount reported is applicable to the respondent's own housing unit only. If the respondent pays for heating fuel for the entire structure, including additional housing units or a business unit, ask him to estimate the amount for his own unit. If necessary, suggest that he estimate the cost based on the proportion of the floor space that is included in his own unit.
- (4) Computations by enumerator-- In some cases, it may be easier for you to compute fuel costs based on information furnished by the respondent. If so, ask whether your answer sounds reasonable before marking the FOSDIC circles."

Any blanks in the FOSDIC entries for H16 or H41, Rent, were edited according to rules for imputation of data for residual NA's (described in the section on item H4. Access to unit) if the following conditions were found:

Each of the three digits of the response (hundreds, tens, units) was either blank or 0
Hundreds and tens digits were blank
Hundreds and units digits were blank
Hundreds digit was marked 0; tens digit was blank
 There was an entry other than 0 for hundreds digits, and tens and units digits were blank

Edits under other conditions are shown in the tabulation on page 246.

The rent figures as edited were tabulated for contract rent data without adjustment for occupant-paid utilities and fuel. They were also converted to gross rent by addition of the reported monthly expense for electricity, gas, and water, and a twelfth of the reported annual expense for coal, wood, oil, etc.; the resulting figures were tabulated for gross rent data.

No-cash-rent units were omitted in the computation of medians. Dilapidated units were included in the rent tabulations if occupied, but not if vacant and offered for rent. By definition, dilapidated units were not considered available for rent.

Items 43-46, on utility and fuel costs paid in addition to rent, were edited in a sequence of operations, the

Combination of entries found on schedule	Entries changed for:	Edited to:
Hundreds--1
Tens--no entry.....	Tens.....	0
Units--any entry...
Hundreds--2 to 9...	Hundreds.....	0
Tens--no entry.....	Tens.....	Original entry for hundreds
Units--any entry...
Hundreds--no entry.	Hundreds.....	0
Tens--0.....
Units--1 to 9.....
Hundreds--no entry.	Hundreds.....	0
Tens--1 to 9.....
Units--0 to 9.....
Hundreds--0.....
Tens--1 to 9.....
Units--no entry....	Units.....	0
Hundreds--1 to 9...	Hundreds.....	0
Tens--0 to 9.....	Tens.....	Original entry for hundreds
Units--no entry....	Units.....	Original entry for tens

first of which was intended to correct careless marking of FODSIC circles by the enumerators. The four objects of expenditure were handled individually, as follows:

Gas: If tens entry was 0 to 2, a blank for units was edited to 0.

If tens entry was 3 to 9 and units entry was blank, the tens entry was transferred to units, and tens entry was edited to 0.

If units entry was 0 to 9, a blank for tens was edited to 0.

Electricity: If tens entry was 0 or 1, a blank for units was edited to 0.

If tens entry was 2 to 9 and there was no entry for units, the tens entry was transferred to units, and tens was edited to 0.

If units entry was 0 to 9, a blank for tens was edited to 0.

Water: Same as for electricity.

Fuel: If hundreds entry was 0 to 4, and there was a blank for either tens or units, but the other had an entry of 0 to 9, the blank was edited to 0.

If hundreds entry was 5 to 9, tens entry was 0 to 9, and there was a blank for units, the tens entry was transferred to units, the hundreds entry was transferred to tens, and the hundreds entry was edited to 0.

If hundreds entry was 5 to 9 and there was no entry for tens, fuel was edited to blank.

If there was a blank for hundreds and entries of 0 to 9 for tens and units, hundreds was edited to 0.

If there was a blank for hundreds and a blank for either tens or units, fuel was edited to blank.

On completion of these edits, a blank or *NO* for H43 (*yes* or *NO* for cost paid in addition to rent) was edited to *yes* in each case for which there was a specific entry other than 0 for the utility in question. For example, if there was an H44 entry of \$08 for gas (either made by the enumerator or made in the preceding "clean-up" edit), a blank or an entry of *NO* for gas in H43 was edited to *yes*.

If there were blanks for the amounts paid for any of the three utility items, seven entries were allocated. In most cases the allocation was governed by seven patterns of H43 entries. Blank amounts in H44 were allocated from the preceding unit fitting the same H43 pattern. The patterns were:

Pattern	Electricity	Gas	Water
1.....	Yes	Yes	Yes
2.....	Yes	Yes	No; blank
3.....	Yes	No, blank	Yes
4.....	Yes	No	No; blank
5.....	No; blank	Yes	Yes
6.....	No	Yes	No; blank
7.....	No	No	Yes

Additional edits were provided for situations not covered by the foregoing patterns: One group consisted of cases in which H43 was *yes* for 1 of the 3 utilities, blank for another, and either *NO* or blank for the third. If the H44 entry was \$10 or more for the utility for which H43 was *yes*, this amount was accepted and the H43 blanks were edited to *NO*; if the H44 entry was less than \$10 or was blank, H43 and H44 for all three utilities were allocated from the preceding renter-occupied unit. The basis for this procedure was that the figure of \$10 or more may have represented a combined bill for two utilities or a combined payment for two separate bills, but that a smaller figure probably did not.

If H43 was *NO* or blank for water, and was blank for both electricity and gas or was *NO* for one and blank for the other, and if H44 was blank for all three utilities, entries for H43 and H44 were allocated from the preceding renter-occupied unit. If electricity and gas were *NO* and water was either *NO* or blank, no change was made; if blank, water was tabulated as *NO*.

All edits thus far dealt with the three utilities for which cost was on a monthly basis, and took relationships among them into account. Fuel, expressed in terms of annual cost, was edited separately, as follows:

If H45 was *yes*, a blank for H46 (amount paid) was allocated from the preceding renter-occupied unit at which the occupants paid for fuel.

If H45 was *NO* or blank and there was an entry for H46, H45 was edited to *yes*.

If both H45 and H46 were blank, and the entry for any of the three fuels in H22 was (1) *coal* or *coke*, (2) *wood*, or (3) *fuel oil*, *kerosene*, etc., entries for H45 and H46 were allocated from the preceding renter-occupied unit.

If both H45 and H46 were blank, H45 was edited to *NO* if--

- a. The unit was in the 5-percent sample for which fuels were collected in item H22, and there was no entry of *coal* or *coke*; *wood*; or

fuel oil, kerosene, etc., for any of the three fuels, or if--

- b. The unit was not in the 5-percent sample for which H22 was collected.¹

The series of edits for occupied units was completed by a check for reasonableness of total monthly cost additional to rent, i.e., electricity plus gas plus water plus one-twelfth of annual fuel cost. This check was in terms of the number of rooms in the housing unit. The standards used and the actions taken on the utility and fuel entries were:

Entry for number of rooms	Entries for utilities, plus 1/12 fuel entry	Action
1 or 2	\$30 or less \$31 to \$50 \$51 to \$100 \$101 or more	Accepted Divided by 2 Divided by 4 Divided by 10
3 or 4	\$50 or less \$51 to \$100 \$101 to \$200 \$201 or more	Accepted Divided by 2 Divided by 4 Divided by 10
5 or 6	\$70 or less \$71 to \$140 \$141 or more	Accepted Divided by 2 Divided by 4
7 or more, NA	\$200 or less \$201 or more	Accepted Divided by 2

The final group of utility and fuel edits dealt only with H43 and H45, the yes-or-no questions, for vacant units available for rent. The results were used in classifying vacant units available for rent between those with all utilities included in rent and those with some or no utilities included in rent, prior to computation of the median contract rent asked for each of these two categories, as follows:

If there was an H43 or H45 entry of yes ("In addition to rent, do you also pay for...?") for electricity, or gas, or fuel, the unit was classified as with some or no utilities included in rent.

If H43 was blank for either gas or electricity, and the remaining H43-H45 entries were NO, the unit was classified as with all utilities included in rent.

If H43 was NO for electricity and gas, and was yes, NO, or blank for water, and H45 was NO or blank for fuel, the unit was classified as with all utilities included in rent; if blank or yes, water was edited to NO.

If (1) either electricity or gas was NO or blank and the other was blank, and (2) if (a) water was yes or blank and fuel was NO or blank, or (b) water was yes, NO, or blank and fuel was blank, H43 and H45 were allocated from the preceding renter-occupied unit.

¹ During the tabulation period, this procedure was changed to an edit in which H45 and H46 were allocated from the previous renter-occupied unit in any case where both were blank for a unit not in the 5-percent sample for which H22 was collected.

H17, H18, FARM RESIDENCE, AND H42, INCLUSION IN RENT OF LAND USED FOR FARMING

In the 1950 Censuses of Population and Housing, determination of whether a unit was on a farm or not depended upon the respondents answers to the question "Is this house on a farm (or ranch)?" Since the 1950 agriculture census classified farms on the basis of number of acres, value of production, and farm inventories, differences in classification were significant. The need for a distinct differentiation between farm and nonfarm housing on the part of housing statistics users arose from the fact that legislation divides responsibility for government assistance between the Housing and Home Finance Agency and the Agriculture Department. After the 1950 census it was found that in terms of population there was a net difference of 3 percent and a gross difference of 12 percent between classifications by the agriculture and the population censuses.

In planning for the 1960 population and housing censuses, it was proposed that criteria be applied that would more clearly match those used in the 1959 agriculture census. It was felt that in view of the pronounced decrease in the number of active farms, use of parallel criteria was particularly important for 1960. Preliminary examination of Current Population Survey results in March and April 1957 showed even larger net and gross differences than had been found in the 1950 census. In order to reduce this discrepancy, a new farm definition based on acreage and value of farm products sold was proposed for use in the population and housing censuses. The classification was to be based on the response to questions such as:

1. Is this house on a city lot?
2. Are there 10 or more acres on this place?
3. Did farm products sold from this place this year have a gross value of \$250 or more (if less than 10 acres) or of \$50 or more (if more than 10 acres),

This method of defining farm residence for the population and housing censuses was tested as a part of the agriculture census pretest in November 1958 in selected enumeration districts located in 17 counties widely scattered throughout the country. The results of this test showed that the use of this device produced a net difference in classification of 0.6 percent with a gross difference of 13.4 percent. However, some of the observers of this pretest were concerned that the new definitions tended to understate the true farm population and the number of farm housing units. This concern stemmed largely from the fact that in some cases the "place" on which the house was located did not meet the criteria but other noncontiguous plots of land (with no house) were operated by the person on the "place" in question. The definition of "place" tended to restrict it to contiguous or nearly contiguous land.

In the North Carolina pretest the question wording and response categories were improved and tested. The questions that appeared on this pretest were the same as those used in the final census schedule.

In March 1960, as a supplement to the Current Population Survey, a test was conducted on the probable effect of the new farm definition. The latter test showed that an estimated 1.4 million rural occupied units in the United States would have been classified as farm units under the 1950 definition but as nonfarm under the 1960 definition; conversely, about 0.4 million rural occupied housing units would have been classified as nonfarm under the 1950 definition but as farm under the 1960 definition. The net reduction of 1 million units. While representing about one-fifth of the occupied farm housing units under the 1950 definition, meant at least that classi-

fication of farm units for the housing census was closer to that used in the agriculture census.

The items on farm residence were collected on a 25-percent sample basis everywhere except in large cities in the 1960 census.

The questions included in items H17 and H18 were used to distinguish occupied rural units on farms from other occupied rural units so that they could be tabulated separately. To be classified as being on a farm, a housing unit had to be (1) occupied, (2) in an unincorporated area or in an incorporated rural place, and (3) on property of 10 acres or more which yielded products which were sold for at least \$50 in 1959 or on property of less than 10 acres which yielded products sold for at least \$250 in 1959. There was no farm-nonfarm distinction for housing units in urban places, and all vacant housing units in rural areas were classified as nonfarm.

These items appeared on the Household Questionnaire and, with only slight changes in form and wording, on the sample FOSDIC schedule used in all areas except urban places of 50,000 or more.

H17 and H18. Is this house:	
On a city lot (or is this an apartment building)?.....	<input type="checkbox"/>
OR	
On a place of less than 10 acres?	<input type="checkbox"/>
	→ Last year (1959), did sales of crops, livestock, and other farm products from this place amount to \$250 or more?
	\$250 or more..... <input type="checkbox"/>
	Less than \$250 or none... <input type="checkbox"/>
OR	
On a place of 10 or more acres?	<input type="checkbox"/>
	→ Last year (1959), did sales of crops, livestock, and other farm products from this place amount to \$50 or more?
	\$50 or more..... <input type="checkbox"/>
	Less than \$50 or none... <input type="checkbox"/>

FOR ALL UNITS AND GQ's (Omit in type Z ED's)	
H17. Is this house—	
On a city lot (or apt. bldg.)? ..	<input type="checkbox"/>
(Omit H18)	
On a place of less than 10 acres? ..	<input type="checkbox"/>
(Ask H18a)	
On a place of 10 or more acres? ..	<input type="checkbox"/>
(Ask H18b)	
H18a. If occupied—	
Last year, 1959, did sales of crops, livestock and other farm products from this place amount to—	
\$250 or more?	<input type="checkbox"/>
Less than \$250 (or none)? ..	<input type="checkbox"/>
H18b. If occupied—	
Last year, 1959, did sales of crops, livestock and other farm products from this place amount to—	
\$50 or more?	<input type="checkbox"/>
Less than \$50 (or none)? ..	<input type="checkbox"/>

To avoid collection of unnecessary data, these questions were omitted in ED's (known as type Z of ED's) where the nonblock sample schedules were used but where the questions were inapplicable--largely, but not entirely, ED's within nonblock urban places. The type Z ED's were designated in advance. Each enumerator recorded items H17 and H18 either for all housing units and group quarters in his ED, or for none. (No housing data were collected for group quarters, but a farm-nonfarm classification of the occupants was needed for some of the population tabulations.)

Although the basic concepts were simple, fairly detailed definitions and instructions were needed because of the variety of conditions to be expected. The treatment in the Enumerator's Reference Manual was the following:

"Definitions: Use the following definitions to help you mark correctly:

- a. On a city lot (or apt. bldg.)--A house is on a city lot if it is located within the boundaries of a city or a community and if the whole place is no larger than the house and yard only. Include also in this category, units in apartment buildings apartment hotels, and garden-type apartments.
- b. Description of a 'place'--If there is any question about the meaning of 'place' use the following explaining: The 'place' consists of the land which the respondent considers to be the farm, ranch, or property. The land may consist of more than one tract; these tracts are usually adjoining; however, they may be separated by a road or creek, or another piece of land.
- c. More than one house on the place--The answer for each unit located on the same 'place' must be the same. For example, the owner lives in one house on his place of 15 acres; the hired hand lives in a separate house on the same place. Mark "On a place 10 or more acres" for both the owner's unit and hired hand's unit.

"How to Obtain Replies:

- a. In built-up areas--In cities and closely built-up areas, the category 'On a city lot (or apt. bldg.)' can usually be marked on the basis of observation. However, if you cannot determine the answer by observation, ask the questions on acreage.
- b. In other areas--Ask whether the unit is on a place of less than 10 acres, or on a place of 10 or more acres. Note that you need not determine the exact number of acres in the place. Determine only that there are 'Less than 10 acres' or '10 or more acres.'

"Items H18a and H18b. Last year, 1959, did sales of crops, livestock, and other farm products from this place amount to (\$250), (\$50) or more? Less than \$250, (\$50) or none?

"This item which appears on PH-3 schedule only, must be completed for all occupied units marked 'On a place of less than 10 acres' or 'On a place of 10 or more acres' in item H17. If 'On a place of less than 10 acres' was marked, complete item H18a (\$250 or more). If 'On a place of 10 or more acres' was marked, make an entry in item H18b (\$50 or more).

"How to Mark:

You do not need to learn the precise amount of sales as long as you can determine if it is '\$250 (\$50) or more' or 'Less than \$250 (\$50) or none.' If there are any questions about the meaning of the item, follow these instructions:

- a. Sales from this place--'Sales of crops, livestock, and other farm products' refer to the total amount (gross amount) received from the sale of crops, vegetables, fruits, nuts,

livestock and poultry products, nursery and forest products produced on 'this place.' The products may have been sold at any time during the year 1959. Do not include the value of products consumed on the place.

- b. Place--The 'place' is the same as described under item H17 above.
- c. More than one house on the place--The answer for each unit on one place must be the same. For example, if an owner who reports that total sales of farm products in 1959 amounted to more than \$50, lives in one house on a place of 15 acres and rents a separate house on the place to another family, mark '\$50 or more' for both of the housing units in item H18b.

"How to Obtain Replies:

"If respondent recently moved to the place, explain that items H18a and H18b refer to sales made from this place during 1959 by anyone--himself or the previous occupants. If he does not know about previous occupants' sales, get the best estimate available, either from him or from a neighbor."

Item H42, on inclusion in rent of land used for farming, is related to item H17 and H18, on farm residence. It was used jointly with them to distinguish between occupied rural nonfarm units and occupied units on rural farms, and was also used to delete from the rent tabulations those housing units for which the rent included farm land. Like H17 and H18, this item was omitted in ED's where it was inappropriate, designated in advance as type Z ED's.

H42 appeared only on the Household Questionnaire and sample FOSDIC schedule used outside large cities. The differences between these two versions were negligible. The item as it appeared on the Household Questionnaire is shown here.

H42. Does your rent include any land used for farming (or ranching)?

Yes..

No..

The instructions to enumerators consisted mainly of an explanation that land used for farming (or ranching) meant land used for any agricultural crops--ordinary field crops, fruit, vegetables, nuts, livestock, poultry, nursery stock, or forest products.

The three related items--H17, City lot or acreage, H18, Crop sales, and H42, Inclusion in rent of land used for farming--were edited and allocated jointly, on the basis of tenure. This procedure used an imputation pattern, when necessary, consisting of nine pairs of cells. One cell of each pair represented the preceding occupied housing unit having specified characteristics and at which the head of the household was employed in agriculture, and the other cell of the pair represented the preceding housing units with the same specified characteristics but at which the head was not employed in agriculture.

The editing procedure was the same for owner-occupied and for no-cash-rent units, to which inclusion of farm land in the rent is not a consideration. For owner-occupied and no-cash-rent units--

If reported as being on a city lot:

If crop sales of \$250 or more were reported, acreage was edited from city lot to less than 10 acres.

If crop sales of less than \$250, \$50 or more, or less than \$50 were reported, city lot was accepted and crop sales was edited to blank.

If reported as being on a place of less than 10 acres:

If crop sales were reported as less than \$50, the entry was edited to less than \$250.

If crop sales were reported as \$50 or more, or there was no entry, an entry was allocated according to cell A of the imputation pattern given below.

If reported as being on a place of 10 or more acres:

If crop sales were reported as \$250 or more, the entry was edited to \$50 or more.

If crop sales were reported as less than \$250, or there was no entry, an entry was allocated according to cell B of the imputation pattern below.

If acreage was blank:

If crop sales were reported as \$250 or more or less than \$250, acreage was edited to less than 10 acres.

If crop sales were reported as \$50 or more or less than \$50, acreage was edited to 10 or more acres.

If there was no entry for crop sales, acreage and crop sales were edited according to cell C of the imputation pattern below.

For rented units, the editing procedure applied to H42, Inclusion in rent of land used for farming, as well as to the foregoing items. At these units:

If reported as being on a city lot:

If crop sales were reported as \$250 or more and there was an entry of yes or no for H42, acreage was edited to less than 10 acres.

If crop sales were reported as \$250 or more and H42 was blank, acreage was edited to less than 10 acres and H42 was edited according to cell D of the imputation pattern.

If reported as less than \$250, \$50 or more or less than \$50, crop sales were edited to blank; an entry of yes or no for H42 was accepted, and a blank was edited to no.

If there was no entry for crop sales, an entry of yes or no for H42 was accepted, and a blank was edited to no.

If reported as being on a place of less than 10 acres:

If crop sales were reported as \$250 or more, yes or no for H42 was accepted, and a blank was edited according to cell D of the imputation pattern.

If crop sales were reported as less than \$250, yes or no for H42 was accepted, and a blank was edited to no.

If blank or if reported as \$50 or more, crop sales were edited to less than \$250 if H42 was reported

no, and were edited according to cell F of the imputation pattern if H42 was blank or reported yes, H42 was also edited according to cell F, if blank.

If reported as less than \$50, crop sales were edited to less than \$250, an entry of yes or no for H42 was accepted, and a blank was edited to no.

If reported as being on a place of 10 or more acres:

If reported as \$250 or more, crop sales were edited to \$50 or more; yes or no for H42 was accepted, and a blank was edited according to cell H of the imputation pattern.

If reported as less than \$250, crop sales were edited to less than \$50 if H42 was no.

If crop sales were reported as less than \$250 and H42 was blank or yes, both of these items were edited according to cell H of the imputation pattern.

If crop sales were reported \$50 or more, yes or no was accepted for H42 and a blank was edited according to cell E of the imputation pattern.

If crop sales were reported as less than \$250, yes or no was accepted for H42 and a blank was edited to no.

If there was no entry for crop sales--
It was edited from cell G of the imputation pattern if the entry in H42 was yes.
It was edited to less than \$50 if the entry in H42 was no.
It was edited, and H42 was also edited, according to cell H of the imputation pattern if H42 was blank.

If acreage was blank:

If crop sales were reported as \$250 or more, acreage was edited to less than 10 acres; H42, if blank, was edited according to cell D of the imputation pattern.

If crop sales were reported as less than \$250, acreage was edited to less than 10 acres, H42, if blank, was edited to no.

If crop sales were reported as \$50 or more, acreage was edited to 10 or more acres; H42, if blank, was edited according to cell E of the imputation pattern.

If crop sales were reported as less than \$50, acreage was edited to 10 or more acres H42, if blank, was edited to no.

If crop sales were blank, both acreage and crop sales were edited according to cell J of the imputation pattern; if also blank, H42 was edited according to cell J at the same time.

The pattern below was used as a guide in imputations for blanks and unacceptable entries in the situations described above. In any such case, the computer used the entry it located for the item in question at the last preceding unit at which the household head was employed in agriculture or was not employed in agriculture, as appropriate, and at which the related entries were the same as at the unit being edited, for all the items for which specific entries are given below. An entry of "—" below means either that the item was irrelevant (e.g., item H42, Inclusion of farm land in rent, for the owner-occupied units of cells A, B, and C), or that imputation of another item was to be made regardless of the entry represented by the "—" (e.g., the imputation of H18, Crop sales, specified in cell F under some conditions for units at which the entry for H42 was yes, regardless of the H42 entry for the units) or that whatever entry was found for the item at the preceding housing unit specified by the cell was to be imputed to the unit being edited.

By definition, all rural vacant units were classified as nonfarm. They were, however, tabulated as being on property of less than 10 acres, or on property of 10 or more acres. Either entry for acreage was accepted. Acreage, if blank, was edited to less than 10 acres if there was an entry of either \$250 or more or less than \$250 for 1959 crop sales, and was edited to 10 or more acres if there was a crop sales entry of \$50 or more or less than \$50. If the crop sales item was also blank, acreage was imputed from the last preceding unit, whether occupied rural farm, occupied rural nonfarm, or vacant rural nonfarm.

Of course, these edits of acreage, crop sales, and inclusion of land used for farming in the rent, were omitted for the ED's in which these items were not collected.

Cell	Item H12, Tenure	Item H17, Acreage	Item H18, Crop sales	Item H42, Farm land included in rent
A.....	Owner	Less than 10
B.....	Owner	10 or more
C.....	Owner
D.....	Renter	Less than 10	\$250 or more
E.....	Renter	10 or more	\$50 or more
F.....	Renter	Less than 10
G.....	Renter	10 or more	Yes
H.....	Renter	10 or more
J.....	Renter

H19. NUMBER OF BEDROOMS

The basic concept of a bedroom was a room used principally for sleeping. The item on number of bedrooms in the housing unit was collected on a 5-percent sample basis in all areas.

H19. How many bedrooms are in your house or apartment?	
Count rooms whose main use is as bedrooms even if they are occasionally used for other purposes.	
If you live in a one-room apartment without a separate bedroom, check "No bedroom."	
No bedroom.....	<input type="checkbox"/>
1 bedroom.....	<input type="checkbox"/>
2 bedrooms.....	<input type="checkbox"/>
3 bedrooms.....	<input type="checkbox"/>
4 bedrooms or more.....	<input type="checkbox"/>

The presentation on the sample FOSDIC schedules was essentially the same as on the Household Questionnaires except for omission of the explanation addressed to respondents.

FOR ALL UNITS, OCCUPIED AND VACANT	
In all following questions, use "house", "apartment", "flat" or "rooms", as appropriate, instead of "unit"	
H19. How many bedrooms are in this unit?	No bedroom..... <input type="checkbox"/>
	1..... <input type="checkbox"/>
	2..... <input type="checkbox"/>
	3..... <input type="checkbox"/>
	4 or more..... <input type="checkbox"/>

The concept is explained more fully in the enumerator's instructions, as follows:

"How many bedrooms are in this unit?--When the housing unit consists of only one room, such as a one-room efficiency apartment, mark 'No bedroom' for this item. In other units accept the respondent's count of bedrooms. Follow these instructions if a questionarises about what constitutes a bedroom:

- Count rooms which are mainly used as bedrooms. In addition to regular bedrooms, this would also include studies, dens, enclosed porches, finished attics, guest rooms, or other extra rooms if they are now used principally and regularly for sleeping.
- Do not count as bedrooms those rooms used only occasionally for sleeping, such as a living room with a hideaway bed."

This item was edited in relation to item H8, Number of rooms:

For 1-room units, a blank or any entry other than no bedroom was edited to no bedroom.

For 2- and 3-room units, a blank or an entry larger than 2 was edited to 1 bedroom.

For 4-room units, a blank, an entry of no bedroom, or an entry of 4+ bedrooms was edited to 2 bedrooms.

For 5-room units, a blank or an entry of no bedroom was edited to 3 bedrooms.

For units with 6 rooms or more, an entry of no bedroom was edited to 4+ bedrooms.

H20. YEAR STRUCTURE WAS BUILT

The item on year the structure was built was collected for 25-percent of the housing units in all areas.

The wording on the Household Questionnaire, "About when was this house originally built?" expresses the concept. The period in question was that in which original construction was completed, rather than that of any subsequent modernization, remodeling, conversion, addition, or other work.

H20. About when was this house originally built?	
In 1959 or 1960.....	<input type="checkbox"/>
1955 to 1958.....	<input type="checkbox"/>
1950 to 1954.....	<input type="checkbox"/>
1940 to 1949.....	<input type="checkbox"/>
1930 to 1939.....	<input type="checkbox"/>
1929 or earlier.....	<input type="checkbox"/>

The FOSDIC version was the same, except that FOSDIC circles were used in place of squares for checkmarks.

The enumerator's instructions defined originally built, gave suggestions for obtaining reasonably accurate dates in cases where respondents did not know, and stated that this item was to be obtained from the owner, manager, or janitor for multiunit structures. The Manual pointed out that this entry should be the same for all sample units in the same structure--a result which might not be achieved if the item were collected separately from a number of respondents.

The item on year the structure was built was edited in conjunction with the population item P12, Year moved in. (See Part III, Chapter 1, Population Census Items.)

H21. HEATING EQUIPMENT

Information on heating equipment was collected for 25 percent of the housing units in all areas.

The concept of the item on heating equipment is expressed in the enumerator's instructions, quoted below. Information on heating equipment had been collected only for occupied units in prior censuses, but was collected for all units, vacant and occupied, in 1960.

The item appeared on all Household Questionnaires and sample FOSDIC schedules.

H21. How is your house or apartment heated?	
Check <u>ONLY</u> the kind of heat you use the most.	
Heated by:	
Steam or hot water.....	<input type="checkbox"/>
Warm air furnace with individual room registers.....	<input type="checkbox"/>
Floor, wall, or pipeless furnace.....	<input type="checkbox"/>
Built-in electric units.....	<input type="checkbox"/>
Room heater(s) connected to chimney or flue.....	<input type="checkbox"/>
Room heater(s) <u>not</u> connected to chimney or flue.....	<input type="checkbox"/>
Other method—Write in:	
.....	
.....	
Not heated.....	<input type="checkbox"/>

H22. FUELS

H21. How is this unit heated?	Steam or hot water.....	<input type="radio"/>
	Warm air furnace.....	<input type="radio"/>
	Floor, wall, or pipeless furnace.....	<input type="radio"/>
	Built-in electric units.....	<input type="radio"/>
	Other means--with flue.....	<input type="radio"/>
	Other means--no flue.....	<input type="radio"/>
	Not heated.....	<input type="radio"/>

The descriptions of some of the categories were abridged on the FOSDIC schedule because the training given the enumerators made the more complete wording of the Household Questionnaire unnecessary. Because of rapid development in residential heating, and indications in pretests of an appreciable number of installations differing from conventional classifications, a write-in line was provided on the questionnaire for use in any case of uncertainty. These were classified by the enumerators with the aid of instructions in the reference manual or with other guidance as necessary.

The instructions were:

"Item H21. How is this unit heated?--Report the main type of heating equipment even if it is temporarily out of order. Do not report supplementary equipment used only in mild weather or for additional heat in severe weather. If two types of heating equipment are used with equal frequency, mark the one which appears first on the list.

Definitions of Categories:

a. Mark 'Steam or hot water' if there is a central heating system in which heat from steam or hot water is delivered through radiators or other outlets.

b. Mark 'Warm air furnace' if there is a central system which provides warm air through ducts leading to the various rooms.

c. Mark 'Floor, wall, or pipeless furnace' for permanently installed units which deliver warm air (1) to the room right above the furnace, or (2) to the room(s) on one or both sides of the wall in which the furnace is installed. These devices do not have ducts leading to other rooms.

d. Mark 'Built-in electric units' if such units are permanently installed in floors, walls, or ceilings. Include heat pumps in this category.

e. Mark 'Other means--with flue' if the main source of heat is stoves, radiant gas heaters, fireplaces, etc., connected to a flue which carries off the smoke or fumes.

f. Mark 'Other means--no flue' if the main source of heat is a portable or plug-in device such as an electric heater or electric-steam radiator, a kerosene heater or radiant gas heater, etc., not connected to a flue.

g. Mark 'Not heated' if there is no heating equipment.

"How to Obtain Replies: It will save time to ask this question of the owner, manager, agent, or janitor in an apartment building. The same answer then will apply to all sample units in the building."

"Special Instructions for Vacant Units: In vacant units from which the heating equipment has been removed, ask what kind of equipment the previous occupants used and mark that type of equipment."

This item was edited in conjunction with heating fuel. The procedure is described below in the text on item H22, Fuels.

The information desired was the fuel most used for each of three purposes--heating, cooking, and hot water. Respondents and enumerators were instructed to mark only one category for each.

The query on fuels was asked for 5 percent of the housing units in all areas. It appeared on all Household Questionnaires and on the FOSDIC schedules for the 5-percent sample in all areas.

H22. Here is a list of fuels. In the first column, check which one is used most for heating. In the second column, check the one used most for cooking. In the third column, check the fuel used most for heating water.			
	(Check one in each column)		
	A	B	C
List of fuels	House heating fuel	Cooking fuel	Water heating fuel
Coal or coke.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility gas from underground pipes serving the neighborhood.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bottled, tank, or LP gas.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel oil, kerosene, etc.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other fuel.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No fuel used.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR OCCUPIED UNITS			
H22. What fuel is used most for	a. Heating this unit?	b. Cooking?	c. Heating water?
Coal or coke.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wood.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utility gas.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bottled, tank, or LP gas.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electricity.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fuel oil, kerosene, etc.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No fuel used.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The enumerators were instructed to make only one entry for each of the three fuels, and were provided with definitions or specific instructions for five of the eight categories. The principal points covered were:

Utility gas is piped in from a central system serving the community. Such gas is supplied by a public utility company, municipal government, or similar organization.

Bottled, tank, or LP gas is supplied in containers which are replaced or refilled as necessary.

Fuel oil, kerosene, etc. included all combustible liquids.

Other fuel included purchased steam, waste material like corncobs, and any fuels not covered by the other categories.

No fuel used meant that the unit was not heated, or that the occupants did no cooking, or that there was no hot running water, depending on the column in which it was entered.

Heating fuel and heating equipment were edited jointly, as follows:

The enumerators were instructed on the conditions for inclusion and were provided with brief definitions of the three categories based on operating characteristics:

Heating equipment entry	Heating fuel entry	Action
Steam or hot water.....	Wood; electricity; no fuel used; blank	Fuel allocated from preceding unit having steam or hot water heat
Warm air furnace.....	Wood; electricity; no fuel used; blank	Fuel allocated from preceding unit having warm air furnace
Floor, wall, or pipeless furnace.....	Wood; no fuel used; blank	Fuel allocated from preceding unit with floor, wall, or pipeless furnace
Built-in electric units.....	Any entry other than electricity; blank	Fuel edited to electricity
Other means with flue.....	Electricity	Heating equipment edited to "other means without flue"
	No fuel used; blank	Fuel allocated from preceding unit having "other means with flue"
Other means without flue.....	Coal or coke; wood; "other fuel"	Heating equipment edited to "other means with flue"
	No fuel used; blank	Fuel allocated from preceding unit with "other means without flue"
Not heated.....	Any entry other than "no fuel used"; blank	Fuel edited to "no fuel used"
Blank.....	Any entry or blank	Heating equipment and fuel allocated according to rules for "imputation of data for residual NA's"

Any entry for cooking fuel was accepted in editing. Blanks were edited according to rules for imputation of data for residual NA's (described in the section on item H4, Access to unit).

Any entry for water heating fuel except *no fuel used* was accepted in editing for units reporting hot and cold running water. Entries of *no fuel used* and blanks were edited by allocating the same entry as the preceding unit having hot and cold running water. For units without hot and cold running water, entries other than *no fuel used* and blanks were edited to no fuel used.

H23. CLOTHES WASHING MACHINE

Information on whether or not there was a washing machine in the housing unit was collected on a 5-percent sample basis in all areas.

A washing machine was counted if located on the property, either in the housing unit or in the basement, laundry room, etc., in the case of apartments, and if owned by a member of the household. The principal effect of these qualifications was exclusion of washing machines provided by others for use by occupants of apartment buildings.

This item appeared on all Household Questionnaires and on the FOSDIC schedules for the 5-percent sample.

"The 'wringer or spinner' category consisted of power-operated washing machines which require handling of the laundry between washing and rinsing.

"'Automatic or semi-automatic' machines were defined as those which wash, rinse, and damp dry the laundry in the same tub, but do not dry it fully.

"'Washer-dryer combinations' were defined as machines which wash and fully dry the laundry in the same tub."

Hand-operated washing machines, in which an agitator is oscillated by means of a crank or other handle, are so obviously different from the categories described and have become so uncommon that there were no specific instructions for their omission.

This item was edited jointly with item H24, Clothes dryer; the procedure is described below.

H23. Do you have a clothes washing machine?	
Do not count machines shared with any other household in this building.	
Machine with wringer or separate spinner.....	<input type="checkbox"/>
Automatic or semi-automatic machine.....	<input type="checkbox"/>
Washer-dryer combination (single unit).....	<input type="checkbox"/>
No washing machine.....	<input type="checkbox"/>

H23. Is there a clothes washing machine in this unit?	Wringer or spinner.....	<input type="radio"/>
	Automatic or semi-automatic..	<input type="radio"/>
	Washer-dryer combination..	<input type="radio"/>
	No washing machine.....	<input type="radio"/>

H24. CLOTHES DRYER

The question on whether or not there was a clothes dryer in the housing unit was collected for a 5-percent sample of housing units in all areas.

The rules for location and ownership were the same as for the item on clothes washing machines. Clothes dryers were defined as separate mechanical appliances in which laundry is dried by heated air.

This item appeared on all Household Questionnaires and on the FOSDIC schedules for the 5-percent sample.

H24. Do you have an electric or gas clothes dryer?	
Do not count dryers shared with any other household in this building.	
Electrically heated dryer.....	<input type="checkbox"/>
Gas heated dryer.....	<input type="checkbox"/>
No dryer.....	<input type="checkbox"/>

H24. Is there a clothes dryer in this unit?	Electric.....	<input type="radio"/>
	Gas.....	<input type="radio"/>
	No clothes dryer..	<input type="radio"/>

The categories are self-explanatory. Drying racks of various sorts, including steam heated rack cabinets provided in the laundry rooms of some apartment buildings, are so clearly different from the appliances described that there was no specific instruction to omit them.

This item and clothes washing machine item (H23) were edited jointly, partly on the basis of water supply. The procedure was the following:

When a washer-dryer combination and running hot and cold water were reported, a blank or *electrically heated* or *gas heated* for clothes dryer was edited to *no clothes dryer*.

Under all other circumstances a blank for clothes dryer was edited according to rules for imputation of data for residual NA's (see section on item H4, Access to unit).

Automatic or *semi-automatic* or *washer-dryer combination* as the washing machine entry was edited to *wringer or spinner* if water supply was cold only; outside; or no running water.

When washing-machine item was blank, both washing machine and dryer were edited according to rules for imputation of data for residual NA's.

H25. TELEVISION

Information on the number of television sets in the housing unit was collected for a 5-percent sample in all areas. The concept for this item was presence of a television set, regardless of ownership. This was brought out more clearly on the FOSDIC schedule and in the enumerator's instructions than on the Household Questionnaire.

H25. Do you have any television sets?	
Count only sets in working order. Count floor, table, and portable television sets as well as combinations.	
1 set.....	<input type="checkbox"/>
2 sets or more.....	<input type="checkbox"/>
No television sets.....	<input type="checkbox"/>

H25. Is there television in this unit?	1 set.....	<input type="radio"/>
	2 or more.....	<input type="radio"/>
	No television.....	<input type="radio"/>

The enumerator's instructions in the Manual were headed by the question, "Is there television in this unit?" They stated that sets of all kinds were to be included if in working order or being repaired, but not otherwise, and called attention to sets combined with other appliances and stated specifically that a television-radio combination was to be counted as a TV set and also as a radio. There was no specific instruction on inclusion of lodgers' sets, rented sets, sets loaned by or being kept for relatives or friends, or other sets not owned by a member of the primary family.

When this item was blank, the entry for the preceding occupied unit was allocated.

H26. RADIO

The item on radio was handled in the same way as the television item except that it was specifically limited to household and portable radios designed to receive ordinary commercial broadcasts. Automobile radios, sending-receiving sets, and crystal sets were excluded.

The item was collected for 5 percent of the housing units in all areas. It appeared on all the sample Household Questionnaires and on the FOSDIC schedules for the 5-percent sample.

H26. Do you have any radios?	
Count only sets in working order. Count floor, table, and portable radios as well as radio combinations. Do not count automobile radios.	
1 radio.....	<input type="checkbox"/>
2 radios or more.....	<input type="checkbox"/>
No radios.....	<input type="checkbox"/>

H26. Are there any radios in this unit?	1 set.....	<input type="radio"/>
	2 or more.....	<input type="radio"/>
	No radio.....	<input type="radio"/>

Entries for this item were not edited for consistency with any other entry. When blank, the entry for the preceding occupied unit was allocated to it.

H27. AIR CONDITIONING

An item on air conditioning was first used in the Memphis pretest as follows:

Are your living quarters air conditioned?

- _____ Yes, 1 or more individual room units
- _____ Yes, by central system
- _____ No

The census concept of an air conditioning installation required that it include refrigerating apparatus for cooling the air. To see whether the item was so understood by respondents, it was checked about a month later in the Dallas pretest. The Dallas pretest sample was divided into two approximately equal parts, each with its own schedule. On schedule A, the air conditioning item was essentially the same as in the Memphis pretest. Schedule B carried the Memphis categories plus two others: evaporation cooler and fan(s) or blower(s) for cooling. Observation of interviews and tabulation of results showed that the additional categories were not needed to prevent reporting of these devices as air conditioning.

On the decennial household questionnaires, this item was very much the same as in the Memphis pretest. The individual room units category was divided between one and two or more, and there was a precautionary instruction to count only equipment which cooled the air by refrigeration; other changes were too slight for mention.

Information on air conditioning was collected for a 5-percent sample of housing units in all areas. The item appeared on all Household Questionnaires and on the FOSDIC schedules for the 5-percent sample.

H27. Do you have any air conditioning?	
Count only equipment which cools the air by refrigeration.	
Room unit—1 only.....	<input type="checkbox"/>
Room units—2 or more.....	<input type="checkbox"/>
Central air conditioning system.....	<input type="checkbox"/>
No air conditioning.....	<input type="checkbox"/>

H27. Is there any air conditioning in this unit?	Room units: 1.....	<input type="checkbox"/>
	2 or more.....	<input type="checkbox"/>
	Central system.....	<input type="checkbox"/>
	No air conditioning.....	<input type="checkbox"/>

The categories were regarded as almost self-explanatory; the principal instruction to enumerators was that evaporative coolers and fans or blowers without refrigeration apparatus were to be reported as *no air conditioning*.

Entries for this item were not edited for consistency with any other entry. When the item was blank, an entry was allocated according to the rules for imputation of data for residual NA's (described in the section on H4, Access to unit).

H28. HOME FOOD FREEZER

Information on home food freezers was collected for a 5-percent sample of housing units in all areas.

The concept of this item is given by the definition--an appliance for freezing food and keeping it frozen, not in the same cabinet as a refrigerator, and located in the housing unit or elsewhere on the same property.

On the Household Questionnaire, this item was--

H28. Do you have a home food freezer which is separate from your refrigerator?	
Yes.....	<input type="checkbox"/>
No.....	<input type="checkbox"/>

On the enumerator's schedule it was the same, except for impersonal rather than personal wording of the question, which became: "Is there a home food freezer separate from the refrigerator in this unit?"

The instructions defined a home food freezer, stated that it was to be included if anywhere on the property even though not within the housing unit, and emphasized that it had to be a separate appliance. Upright models were not distinguished from chest models, and these two types were not mentioned in the instructions or the enumeration documents.

If the item on freezers was blank, an entry was allocated according to rules for imputation of data for residual NA's described in the section on H4, Access to unit.

H29. NUMBER OF UNITS IN STRUCTURE

Information on the number of housing units in the structure was collected for a 20-percent sample of housing units in all areas.

The item was in a block headed "to be filled by census taker" on the back of the Household Questionnaire, and was omitted from the questions addressed to respondents. In two-stage areas this block was to be filled out by the first enumerator when preparing the questionnaire for leaving with the respondent. The entry was made on the basis of observation, supplemented when necessary by inquiry.

TO BE FILLED BY CENSUS TAKER	
E.D. No.	Page No. from PH-2
H29. Number of units in structure	
1, detached.....	<input type="checkbox"/>
1, attached.....	<input type="checkbox"/>
2.....	<input type="checkbox"/>
3-4.....	<input type="checkbox"/>
5-9.....	<input type="checkbox"/>
10-19.....	<input type="checkbox"/>
20-49.....	<input type="checkbox"/>
50 or more.....	<input type="checkbox"/>
} If 5 or more— Fill items H20, H21, H22A, and H22C in Questionnaire	

On the FOSDIC schedule, to which the entry was transcribed in two-stage areas and on which it was recorded directly in single-stage areas, the item was identical in all important respects to the item on the Household Questionnaire.

The instructions dealt mainly with the distinction between detached and attached single-unit structures. A building containing only one housing unit, and having open space on all sides, was to be classed as detached even though it also contained business premises or

there was an adjoining appurtenance such as a shed or private garage. An attached structure was defined as a building having one or more walls going from ground to roof which divided it from adjoining structures. No distinction was made between party walls, which provide structural support to both of the adjoining buildings, and structurally separate adjoining walls, each supporting the floors and roof of only one of the buildings.

This item was not edited for consistency with any other entry. When blank, an entry was allocated according to rules for imputation of data for residual NA's, described for item H4, Access to unit.

H30. NUMBER OF BATHROOMS

In addition to the normal plumbing questions, the 1960 housing census included a question on the number of bathrooms in housing units collected for a 20-percent sample of housing units in all areas.

This question was asked in several pretests to test the feasibility of substituting it for the individual questions on hot water, toilet, and bath. The problem was to make certain the respondent differentiated between a partial and a complete bathroom and between exclusive use and sharing. In Memphis the questions and categories used were:

How many complete bathrooms do you have?
(Count a bathroom as complete only if it has both a flush toilet and a tub or shower)

- _____ One not shared with any other household
- _____ One shared with another household
- _____ One and a half
- _____ Two or more
- _____ Partial bath only (flush toilet but no tub or shower)
- _____ None

The question format in half of the Dallas pretest questionnaires and in the Lynchburg pretest questionnaires varied slightly but the intent was the same. In the other half of the Dallas pretest questionnaires, the traditional plumbing questions alone were asked. Observation of enumeration suggested that respondents may have overlooked the definition of a complete bathroom.

This possibility was tested in the Lynchburg recheck and reconciliation. It was determined that the enumerators tended to classify too many units as sharing bathrooms when the household contained nonrelatives and also that some units that shared bathrooms were reported as having no complete bathroom. The gross error amounted to a little over 4 percent. In addition to the errors, the combined enumeration of number of baths and plumbing facilities did not provide information on the specific plumbing facilities, hot and cold water, or flush toilet and bath for exclusive use or shared with another household. Traditionally these items have been tabulated as separate descriptive characteristics of the housing supply as well as in combination with the item on condition of housing unit. Users were reluctant to do without such information. Consequently, in the later pretests only changes in category and wording were tried for the individual plumbing items, and a separate question was asked on number of bathrooms.

A complete bathroom was defined as a flush toilet for exclusive use and a bathtub or shower for exclusive use,

in the same room or in different rooms, plus hot and cold running water, for the housing unit. The requirement of hot running water was not mentioned on the Household Questionnaire or in the instructions to enumerators, but was introduced as a mechanical edit during computer processing. There was no requirement that there be a lavatory (wash basin) and no data were collected on these fixtures because they are virtually universal in units having flush toilets for exclusive use and bathing facilities and hot running water. A partial bathroom was defined as having either a flush toilet or bathing facilities for exclusive use but not both; hot running water was not required.

This item appeared on all Household Questionnaires and on the FOSDIC schedules for the 20-percent sample.

H30. How many bathrooms are in your house or apartment?	
A complete bathroom has both flush toilet and bathing facilities (bathtub or shower).	
A partial bathroom has a flush toilet or bathing facilities, but not both.	
No bathroom, or only a partial bathroom.....	<input type="checkbox"/>
1 complete bathroom.....	<input type="checkbox"/>
1 complete bathroom, plus partial bathroom(s).....	<input type="checkbox"/>
2 or more complete bathrooms.....	<input type="checkbox"/>

H30. How many bathrooms are in this unit?	None or part. only.....	<input type="radio"/>
	1.....	<input type="radio"/>
	1 and partial.....	<input type="radio"/>
	2 or more.....	<input type="radio"/>

The instructions to enumerators gave the following definitions:

- "a. A complete bathroom has both flush toilet and bathing facilities (bathtub or a shower) for exclusive use. The toilet and bathing facilities need not be in the same room.
- "b. A partial bathroom has a flush toilet or bathing facilities, but not both. It too, should be for exclusive use."

Further instructions were:

- "Mark 'None or partial only' when the unit lacks either toilet or bath or when these facilities are shared with another unit.
- "Mark 'One' when there is only one complete bathroom as defined above.
- "Mark 'One and partial' when, in addition to a toilet and tub or shower, the unit has either an extra tub or shower or an extra toilet. Such partial baths are often referred to as half baths, powder rooms, lavatories, or shower rooms.
- "Mark 'Two or more' when there are at least two complete bathrooms in the unit as defined above."

This item was edited and allocated according to the entries on water supply, toilet, and bathtub or shower in the housing unit, as follows:

- (1) When hot and cold running water, a flush toilet for exclusive use, and a bathtub or shower for exclusive use were reported:
- a. Entries of 1, or 1 and partial, or 2 or more were accepted.

- b. Blanks and entries of *none or partial* only were edited to 1.
- (2) When the combination of entries for water supply, toilet, and bathing facilities differed from that of (1) above:
 - a. Entries of *none or partial* only were accepted.
 - b. All other entries and blanks were edited to *none or partial only*.

not piped; if it is stored in tanks or used directly from the well.

- c. Mark 'Other' when the water comes from springs, creeks, rivers, ponds, lakes, and all other sources."

This item was not edited for consistency with any other entry. When blank, the entry for the preceding unit was allocated to it.

H31. SOURCE OF WATER

A new item in the broad area of equipment and facilities was source of water. It was informally tested in the Washington area. Census Bureau subject specialists, accompanied by some officials from Public Health Service and Housing and Home Finance Agency, tried out the question and categories used on the final schedule.

The item dealt with the source from which water was obtained for household uses. It was independent of item H9, Water supply, which described the piped water supply on the property, and any entry for either of these items was consistent with any entry for the other. Information on source of water was collected for a 20-percent sample of housing units in nonblock areas, i.e., every place except large cities. It was not collected in places of 50,000 or more, because individual sources of water for housing units are extremely uncommon in large cities.

The item appeared on the Household Questionnaires and the 20-percent FOSDIC schedules used outside large cities.

H31. Do you get water from:	
a public system (or private company)?	<input type="checkbox"/>
an individual well?	<input type="checkbox"/>
some other source?	<input type="checkbox"/>

It appeared on the corresponding FOSDIC schedules as follows:

H31. What is the source of water?	Public system (or private company)	<input type="checkbox"/>
	Individual well	<input type="checkbox"/>
	Other	<input type="checkbox"/>

The instructions were:

"Mark for all units when the item, which appears on PH-3 schedule only, is printed on the schedule. Mark the item regardless of whether there is running water in the structure, or some other places on the property, or the occupants get water elsewhere as from neighbors.

- a. Mark 'Public system or private company' when there is running water which comes from any common source supplying more than 5 houses. The source may be a city or county water department, a water district, a private water company, or a cooperative or partnership group.
- b. Mark 'Individual well' when the water comes from a well on the property or on a neighboring property serving 5 or fewer houses. Mark this circle if the well water is hand drawn, wind drawn, or power drawn; if it is piped or

H32. SEWAGE DISPOSAL

An item on sewage disposal was also new and was tested informally in the Washington area. The Public Health Service was interested in obtaining information also on the extent of septic tank failures, but questions on the subject in the tests were found to be too time consuming and consequently were dropped. The only other difficulty encountered was that some respondents were uncertain as to whether the house was connected to a public sewer or whether a septic tank was used.

Like the item on source of water, the item on sewage disposal was not collected in cities of 50,000 inhabitants or more. It was collected for a 20-percent sample of housing units elsewhere. It appeared on the Household Questionnaires and the 20-percent FOSDIC schedules used everywhere except in large cities.

H32. Is this house connected to a public sewer?	
Yes, connected to a public sewer	<input type="checkbox"/>
No, has septic tank or cesspool	<input type="checkbox"/>
No, has other means of sewage disposal	<input type="checkbox"/>

H32. Is the house connected to a public sewer?	Public sewer	<input type="checkbox"/>
	Septic tank or cesspool	<input type="checkbox"/>
	Other	<input type="checkbox"/>

The enumerator's instructions defined the three categories as follows:

- "a. Mark 'Public sewer' when the unit is connected to a city, county, sanitary district, neighborhood, or subdivision sewer system.
- "b. Mark 'Septic tank or cesspool' when the unit is provided with an underground tank or pit for sewage disposal. Do not include in this category any small sewage treatment plants which in some localities are called neighborhood septic tanks. They are to be classified as 'public sewers.'
- "c. Mark 'Other' when sewage is disposed of in any other way."

Connection to a public sewer, septic tank, or cesspool ordinarily means that there is a flush toilet, either for exclusive use or shared, but this is not necessarily the case; the sewage connection may be for a kitchen sink or some other plumbing fixture. When the number of housing units reporting other for sewage disposal is greater than the number reporting *other or none* for flush toilet, however, the excess (except as it is the result of sampling variability or misreporting) consists of housing units which discharge raw sewage into ravines, creeks, ponds, lakes, the ocean, etc.

This item was not edited for consistency with any other entry; when blank, the entry reported for the preceding unit was allocated to it.

H33. BASEMENT

Information on basements was collected for a 20-percent sample of housing units in all areas. It appeared on all Household Questionnaires.

H33. Is this house built:

with a basement?

on a concrete slab?

in another way?

The same wording was used, with slight changes in punctuation and capitalization, on the FOSDIC schedules for the 20-percent sample.

In the instructions, a basement was defined as an enclosed space accessible to the occupants under all or part of a structure, in which a person of average height could walk upright. Attention was called to the fact that structures built on concrete slabs had no vents or windows below first floor level. There were a few examples of "in another way" in which structures with crawl spaces were designated as being in this category.

This item was not edited for consistency with any other entry; if blank, the entry reported for the preceding unit was allocated to it.

H34. ELEVATOR IN STRUCTURE

The item on elevators was collected only in urban places of 50,000 or more, and only for a 20-percent sample of housing units in structures of four or more stories. It appeared on the appropriate versions of the Household Questionnaire and sample FOSDIC schedule, preceded by a screening question on the number of stories in the structure. The same wording was used on the FOSDIC schedule.

H34. Does this building have:

3 stories or less?

4 stories or more —

with elevator?

walk-up?

The alternative of *with elevator* and *walk-up*, indicated that the question referred to passenger elevators, although the qualification of *passenger* did not appear on the Household Questionnaire. The enumerator's instructions specified that passenger elevators were meant.

For trailers, whether mobile or on permanent foundations, blanks and any other entries were edited to 3 stories or less. House-apartment-flat units were edited and allocated according to the number of units in the structure, as follows:

Number of units reported in structure	Elevator	Action
1, detached; or 1, attached; or 2 or 3 or 4	Blank; walk-up; elevator	Edited to "3 stories or less"
	Blank	Same entry allocated as that for preceding 3-4 unit structure
5-9, or 10-19, or 20-49, or 50 or more	Blank	Entry allocated according to entry for preceding structure in same category for number of units in structure
Blank	Blank	Entries allocated to units in structure and elevator allocated according to rules for imputation of data for residual NA's

H35. TELEPHONE AVAILABLE

The concept of this question was presence of a telephone, in the housing unit or elsewhere, on which members of the household could receive calls. The telephone could be in an adjoining unit, in the entrance hall of a converted house or in a hallway of an apartment building, or even in a nearby house or store, if available to members of the household for incoming calls. Although the item was included on the schedule primarily to facilitate enumeration, it is of general interest and so was tabulated for publication.

The question on availability of a telephone was asked for a 25-percent sample of housing units in all areas. This item was almost the same in wording on the Household Questionnaire (shown below) as on the FOSDIC schedule, but the arrangement was somewhat different.

H35. Is there a telephone on which people who live here can be called?

Yes... → What is the telephone number?

No...

The instructions pointed out that the telephone needed only to be available to members of the household, and did not need to be within their housing unit.

This item was not edited for consistency with any other entry; when blank, an entry was allocated which was the same as for the preceding occupied unit.

H36. AUTOMOBILES

An item on automobiles was adopted to provide detailed data for use in traffic planning and other public planning. Consequently, information was desired on passenger automobiles ordinarily kept at home when not in use, regardless of ownership. Thus, company cars ordinarily kept at home overnight, leased cars, cars registered in the name of a family-owned business, etc., were included. Taxis and trucks of all kinds were excluded, as well as temporarily inoperable cars.

Information on automobiles was collected on a 20-percent sample basis in cities for which data were to be published by city block and on a 5-percent sample basis

elsewhere. On the Household Questionnaire this item appeared as follows:

H36. How many passenger automobiles are owned or regularly used by people who live here?	
Count company cars kept at home.	
No automobile.....	<input type="checkbox"/>
1 automobile.....	<input type="checkbox"/>
2 automobiles.....	<input type="checkbox"/>
3 automobiles or more.....	<input type="checkbox"/>

The item appeared on the sample FOSDIC schedules with only negligible changes.

The instructions specified the vehicles to be counted and those to be omitted, and cautioned the enumerators to include cars of all household members.

This item was not edited for consistency with any other entry; when blank, an entry like that for the preceding housing unit was allocated.

H37. MOBILITY OF TRAILERS

The question on mobility of trailers was asked on a 25-percent sample basis in all areas.

Trailers are defined above in the section on item H3. The concept of mobility is conveyed by the wording of the item and by the instructions.

The item appeared on all Household Questionnaires and FOSDIC schedules for the 25-percent sample.

H37. If you live in a trailer, is it:	
mobile (on wheels, or can easily be put on wheels?)	<input type="checkbox"/>
on a permanent foundation? ..	<input type="checkbox"/>

H37. If this is a trailer—	
Is the trailer mobile	Mobile..... <input type="radio"/>
or has it been put on a permanent foundation?	On permanent foundation... <input type="radio"/>

The instructions stated that a trailer was to be classified as mobile if on wheels or on a temporary foundation such as blocks or posts, and was to be classified as on permanent foundation if mounted on a regular masonry concrete foundation.

This item was not edited for consistency with any other entry. If blank, an entry was allocated which was the same as that for the preceding owner-occupied trailer, if owner-occupied, and the same as that for the preceding renter-occupied trailer if tenure was either rented, or no cash rent.

H38. DURATION OF VACANCY

The item on duration of vacancy was collected for a 25-percent sample of housing units in all areas. It was collected for all vacant units in the sample, to avoid bias in enumeration, but was not tabulated for seasonal units and units for migratory farm workers. Since the item applied only to vacant units, it was not on the Household Questionnaire. It appeared on all the sample FOSDIC schedules.

FOR VACANT UNITS	
H38. How many months has this unit been vacant?	
Up to 1 month..	<input type="radio"/>
1 up to 2.....	<input type="radio"/>
2 up to 4.....	<input type="radio"/>
4 up to 6.....	<input type="radio"/>
6 or more.....	<input type="radio"/>

The instructions consisted almost entirely of explanations of how the period of vacancy was to be computed. These were:

"Mark the time, in months, from the date the last occupants moved from the unit to the date of enumeration. For example, if the last occupants moved out on the 15th of February and you enumerate the unit on the last day of April, mark '2 upto 4.' If the occupants moved out 3 weeks before enumeration, mark 'up to 1.'

- For newly constructed units which have never been occupied, mark the time in months, from the date construction was completed. Construction is considered to be completed when all the exterior windows and doors are in and final usable floors are in place.
- For recently converted units, report the time from the date conversion was completed.
- For 'VAC-URE' (units occupied only by persons with usual residence elsewhere) report the time since the last usual residents moved from the unit."

This item was not edited for consistency with any other entry; if blank, the same entry as was reported for the preceding vacant unit was allocated to it.

BIBLIOGRAPHY

U.S. Bureau of the Census, Washington, D. C. :

Enumerator's Reference Manual. 1960 Census of Population and Housing. 1959. 126 pp. (Form F-210) (For use in single-stage enumeration areas.)

Enumerator's Reference Manual: Stage I. 1960 Census of Population and Housing. 1959. 100 pp. (Form F-200)

Enumerator's Reference Manual: Stage II. 1960 Census of Population and Housing. 1959. 63 pp. (Form F-200A)

Evaluation and Research Program of the U. S. Censuses of Population and Housing, 1960:

Accuracy of Data on Housing Characteristics. Series ER60, No. 3. U.S. Govt. Print. Off., 1964. 24 pp.

Background, Procedures, and Forms. Series ER 60, No. 1. U.S. Govt. Print. Off., 1963. 108 pp.

"Inquiries for 1960 Census of Housing." 1959. 3 pp. (Public Information Office release.)

1960 Decennial Censuses of Population and Housing: Decennial Operations Manual. 1959-. Issued in parts. See especially:

Vol. III, Stage I, Population and Housing Data Processing. Part XII, Housing Final Results Work. 29 pp.

Vol. IV, Stage II, Population and Housing Data Processing. Part III, General Coding Instructions. Approx. 50 pp. and attachments A-K (code lists, approx. 800 pp.)

U. S. Census of Housing: 1960; Availability of Published and Unpublished Data. 1962. 13 pp.

Rathbun, Daniel B. "Housing Items in the 1960 Census Tract Reports." In: U. S. Bureau of the Census. Papers Presented at the Census Tract Conference; December 28, 1961. Bureau of the Census Working Paper No. 12. 1962. pp. 3-4.

Other Sources:

Daugherty, Wayne F. "Concepts, Coverage, and Trends in the 1960 Housing Inventory." In: American Statistical Association. Proceedings of the Social Statistics Section, 1960. Washington, D.C., 1961, pp. 105-108.

_____. "New Subjects and New Emphases in the 1960 Housing Census." In: American Statistical Association. Proceedings of the Social Statistics Section, 1958. Washington, D. C., 1959, pp. 21-23.

Marshall, J. T. "A Comparison of Some of the Census Concepts Used in Canada and the United States." In: American Statistical Association. Proceedings of the Social Statistics Section, 1961. Washington, D. C., [1962], pp. 81-91.

Rose, J. Hugh, and Paul C. Glick. "Living Quarters and Household Concepts in the 1960 Census." In: American Statistical Association. Proceedings of the Social Statistics Section, 1959. Washington, D. C., 1960?, pp. 88-91. 91.

Chapter 3. Items in the Survey of Components of Change and Residential Finance

COMPONENTS OF CHANGE ITEMS

Introduction

The 1959 Components of Change Survey was designed to measure the types of changes that occurred in the housing inventory between decennial censuses (April 1950 to December 1959) as well as changes since the 1956 National Housing Inventory (December 1956 to December 1959). Information was collected for dwelling units located in a sample of clusters or land area segments representative of various geographic areas of the United States (see Part II, Survey of Components of Change and Residential Finance, Chapter 4, "Sample Design, Estimation, and Sampling Variability"). Data on selected characteristics of the units involved in each type of change and of those that remained the same were also obtained in the survey.

To insure comparability with the 1950 census and the 1956 National Housing Inventory (NHI), the dwelling unit was retained as the unit of enumeration instead of the 1960 housing unit (see below, under "Definitions of Living Quarters").

Definitions of Components of Change

The term "components of change" referred to those changes in the number and type of dwelling units that occurred as a result of new construction, conversions, mergers, demolitions, changes in use (from residential to nonresidential or vice versa), and other additions and losses. The components were:

1. Same units.--Living quarters enumerated as one dwelling unit in 1959 were classified as same if the quarters existed as one and only one dwelling unit in 1950. Thus same units were common to both the 1950 and 1959 inventories. Changes in the characteristics of a dwelling unit after 1950, such as finishing a bedroom in the attic, installing an extra bathroom, enlarging the kitchen, etc., did not affect its classification as same if it was one dwelling unit in 1950 and 1959.

2. Units changed by conversion.--Conversion referred to the creation of two or more dwelling units from fewer units through structural alteration or change in use. Structural alteration included such changes as adding a kitchen or installing partitions to form another dwelling unit. Change in use resulted from a simple rearrangement in the space without structural alteration, such as locking a door which closed off one or more rooms to form a separate dwelling unit.

The term "changed by conversion" was applicable to both the 1950 and 1959 inventories. For example, one dwelling unit in the 1950 inventory which subsequently was converted to three dwelling units was counted as one unit changed by conversion for purposes of the 1950 statistics and as three units changed by conversion for purposes of the 1959 statistics; in this example, two dwelling units were added as a result of conversion. The number of dwelling units added as a result of conversion was derived by subtracting the 1950 figure for units later changed by conversion from the 1959 figure for units which had been changed by conversion.

3. Units changed by merger.--Merger referred to the combining of two or more dwelling units into fewer units through structural alteration or change in use. Structural alteration included such changes as the removal of partitions or the dismantling of kitchen equipment. Change in use resulted from a simple rearrangement of space without structural alteration, such as unlocking a door which formerly separated two dwelling units. A change in use also occurred, for example, when a family occupied both floors of a house which formerly contained a dwelling unit on each floor.

The term "changed by merger" is applicable to both the 1950 and 1959 inventories. For example, two dwelling units in the 1950 inventory which subsequently were merged into one dwelling unit were counted as two units changed by merger for purposes of the 1950 statistics, and as one unit changed by merger for purposes of the 1959 statistics. The number of dwelling units lost as a result of merger was derived by subtraction of the 1959 figure from the 1950 figure.

4. Units added through new construction.--Any dwelling unit which was built between April 1950 and December 1959 was classified as a unit added by new construction. Dwelling units built in that period but removed from the housing inventory before December 1959 were not reflected in the new construction figures. Dwelling units built during the period but subsequently changed by conversion or merger were classified as new construction in terms of the number which existed in December 1959. Vacant units under construction at the time of enumeration were enumerated only if construction had proceeded to the point that all the exterior windows and doors were installed and final usable floors were in place.

5. Units added through other sources.--Any dwelling unit added to the inventory between April 1950 and December 1959 which was not specifically covered under the heading of new construction or conversion was classified as a unit added through other sources. This component included the following types of additions:

a. Units created from living quarters classified as nondwelling-unit quarters, or quasi-units, in 1950; for example, a 1-room dwelling unit created from a sleeping room in a rooming house through the installation of cooking equipment.

b. Units created from nonresidential space such as a store, garage, or barn.

c. Units moved to site during the period April 1950 to December 1959. Such units, if moved within the same area, did not necessarily result in a net addition to the total inventory since they presumably represented units lost in the place from which they were moved. A mobile trailer, whether on a different site or the same site as in 1950, was a net addition if occupied as a dwelling unit in 1959 but not in 1950.

6. Units lost through demolition.--A dwelling unit which existed in April 1950 and which was demolished on the initiative of a public agency or as a result of action on the part of the owner was classified as a unit lost through demolition.

7. Units lost through other means.--Any dwelling unit which existed in April 1950 and which was lost to the housing inventory through means other than demolition or merger was classified as a unit lost through other means. This component included the following types of losses:

a. Units lost by change to quasi-units; for example, a 1-room dwelling unit changed to a sleeping room by the removal of cooking equipment, or a dwelling unit changed to a quasi-unit because five lodgers were living in the unit.

b. Vacant units lost from the inventory because they were unfit for human habitation.

c. Vacant units lost from the inventory because they were scheduled for demolition or because they were condemned for reasons of health or safety so that further occupancy was prohibited.

d. Units lost by change to nonresidential use.

e. Units moved from site after April 1950. Such units, if moved within the same area, did not necessarily result in a net loss from the total inventory since they presumably represented units added in the place to which they were moved. A mobile trailer, whether on a different site or the same site as in 1950, resulted in a net loss from the total inventory if occupied as a dwelling unit in 1950 but not in 1959.

f. Units destroyed by fire, flood, or other causes.

Definitions of Living Quarters

Living quarters in the Components of Inventory Change program in December 1959 were enumerated as dwelling units or quasi-unit quarters. Usually, a dwelling unit was a house, apartment, or flat. However, it may have been a trailer or a single room in a residential hotel. A structure intended primarily for business or other non-residential use may have also contained a dwelling unit; for example, the rooms in a warehouse where the watchman lived. Quasi-unit quarters (or quasi-units) were found in such places as institutions, dormitories, barracks, and rooming houses.

Dwelling unit.--In general, a dwelling unit was a group of rooms or a single room occupied or intended for occupancy as separate living quarters by a family or other group of persons living together or by a person living alone.

A dwelling unit was defined as (1) a group of rooms occupied or intended for occupancy as separate living quarters and having either separate cooking equipment or separate entrance; or (2) a single room occupied or intended for occupancy as separate quarters if (a) it had separate cooking equipment, (b) it was located in a regular apartment house, or (c) it constituted the only living quarters in the structure.

Mobile trailers and tents, boats, and railroad cars were included in the inventory if they were occupied as dwelling units. They were excluded if they were vacant, used only for extra sleeping space or vacations, or used only for business. Trailers on a permanent foundation, whether occupied or vacant, were included in the inventory if they were occupied or intended for occupancy as separate living quarters.

Both vacant and occupied dwelling units were included in the housing inventory. Vacant quarters were not included, however, if they were still under construction, used for nonresidential purposes, unfit for human habitation, condemned, or scheduled for demolition.

Determination of dwelling unit.--The decision as to what constitutes a dwelling unit was made on the basis of the living arrangements of the occupants, and not on relationship. The enumerator was instructed to ask whether more than one family lived in the house (or apartment) and, if so, whether they lived and ate with the family or had separate quarters. If only one family lived in the house (or apartment) or if the additional persons lived and ate with the family, the enumerator regarded the house (or apartment) as one dwelling unit and no further probing was necessary. On the other hand, if the additional persons had separate quarters, the enumerator determined whether their quarters were separate dwelling units on the basis of either separate cooking equipment or two or more rooms and separate entrance. Quarters that did not meet either criterion were not considered sufficiently separate to qualify as dwelling units; such quarters were combined into one dwelling unit (unless the combined quarters contained five or more lodgers, in which case they were considered quasi-unit quarters).

The enumerator also asked whether there were other persons or families living in the building or elsewhere on the property and whether there were any vacant apartments on the property. Vacant quarters, to be considered dwelling units, also had to meet the criterion of separate cooking equipment or two or more rooms with separate entrance.

Separate cooking equipment was defined as: (1) a regular range or stove, whether or not it was used; or (2) other equipment such as a hotplate or electrical appliance if (a) it was used regularly for the preparation of meals, or (b) most of the quarters in the structure had a regular stove, hotplate, or similar equipment. Equipment was for exclusive use if it was used only by the occupants of one unit, including lodgers or other unrelated persons living in the dwelling unit. Vacant units with no cooking equipment at the time of enumeration were considered to have cooking equipment if the last occupants had such equipment.

A dwelling unit had a separate entrance if the occupants could reach their quarters directly through an outside door or if they could reach their quarters through a common hall and did not have to pass through a room which was part of another unit.

Regular apartment house.--In a regular apartment house, each apartment was one dwelling unit if it was occupied or intended for occupancy by a single family or by a person living alone. Usually such apartments had separate cooking equipment or consisted of two or more rooms and a separate entrance; however, they may have consisted of only one room and lacked separate cooking equipment.

Rooming house, boarding house.--If the quarters of any of the occupants in a rooming or boarding house had separate cooking equipment or consisted of two or more rooms and separate entrance, such quarters were considered separate dwelling units. The remaining quarters were combined with the landlord's quarters or with each other if the landlord did not live in the structure. If the combined quarters contained four or fewer lodgers, they were classified as one dwelling unit; if the combined quarters contained five or more lodgers, they were classified as a quasi-unit. In a dormitory, sorority house, fraternity house, residence hall, monastery, convent, nurses' home, mission, and flophouse, all the living quarters were combined and classified as a quasi-unit regardless of the living arrangements of the occupants (see "Quasi-unit").

The distinction between rooming houses and regular apartment houses, and between rooming houses and

hotels, was made by the enumerator presumably on the basis of local usage.

Hotel, motel.--In a hotel or motel where the majority of the accommodations were "permanent," each of the quarters was a dwelling unit if it had separate cooking equipment or consisted of two or more rooms rented as a suite. All the remaining living quarters were combined and classified as a quasi-unit. In a "transient" hotel or motel, all the living quarters were combined and classified as a quasi-unit regardless of the living arrangements of the occupants. A hotel or motel was considered "permanent" if more than half the rooms, suites, or other living accommodations were occupied or reserved for occupancy by guests who sought lodging for a period of time (usually a month or more) and who were as a rule granted reductions from the daily or weekly rates (see "Quasi-unit").

Institution, general hospital.--Family quarters of staff personnel were separate dwelling units if they were located in a building which contained only family quarters for staff personnel. All other living quarters were considered a quasi-unit (see "Quasi-unit").

Comparability with April 1960 census.--In the April enumeration of the 1960 Census of Housing, the unit of enumeration was the housing unit. Although the definition of "housing unit" in 1960 was essentially similar to that of "dwelling unit" in the December 1959 survey, the housing unit definition was designed to encompass all private living quarters, whereas the dwelling unit definition did not cover all private living accommodations. (The "dwelling unit" concept was retained for the December 1959 survey to permit unit-by-unit comparison with 1950 and 1956.) In the April 1960 census, a house, an apartment or other group of rooms, or a single room was regarded as a housing unit when it was occupied or intended for occupancy as separate living quarters, that is, when the occupants did not live and eat with any other persons in the structure and there was either (1) direct access from the outside or through a common hall, or (2) a kitchen or cooking equipment for the exclusive use of the occupants of the quarters.

The main difference between dwelling units and housing units was in the treatment of 1-room quarters. In the April 1960 census, separate living quarters which consisted of one room without separate cooking equipment qualified as a housing unit if the room had direct access whether in an apartment house, rooming house, or house converted to apartment use. In hotels in 1960, a single room qualified as a housing unit if occupied by a usual resident (i.e., a person who considered the hotel his usual place of residence or a person who had no usual place of residence elsewhere); a vacant room (including quarters temporarily occupied by a nonresident) qualified as a housing unit only if 75 percent or more of the accommodations in the hotel were occupied by usual residents. In the December 1959 survey, separate living quarters which consisted of one room without cooking equipment qualified as a dwelling unit only when located in a regular apartment house or when the room constituted the only living quarters in the structure. In hotels in 1959, occupied and vacant quarters consisting of one room were classified as dwelling units only if they had separate cooking equipment and if they were a permanent hotel.

The evidence thus far suggests that the use of the dwelling unit concept in the December 1959 survey instead of the housing unit concept as in the April 1960 census had relatively little effect on the counts for large areas and for the Nation. Any effect which the change in concept may have had on comparability was expected to be greatest in statistics for certain census tracts and blocks, shown in other reports. Living quarters classified as

housing units but which were not classified as dwelling units tended to be clustered in tracts and blocks where many persons lived separately in single rooms in hotels, rooming houses, and other light-housekeeping quarters.

As indicated above, the housing unit concept was more inclusive than the dwelling unit concept. The effect of the conceptual difference, in itself, however, was not revealed by the results of the December 1959 survey and the April 1960 census. Other factors which affected comparability included the different enumeration procedures employed, the degree of overenumeration and underenumeration in both the survey and the census, the sampling variability of the 1959 estimate, and the ratio-estimation procedure used for the 1959 results.

Quasi-unit.--Occupied quarters which did not qualify as dwelling units were considered quasi-units in the December 1959 survey. Such quarters were called non-dwelling-unit quarters in 1950. They were located most frequently in institutions, hospitals, nurses' homes, rooming and boarding houses, transient accommodations, military and other types of barracks, college dormitories, fraternity and sorority houses, convents, and monasteries. Quasi-units were also located in a house or apartment in which the living quarters contained five or more lodgers. The concept of quasi-units, or non-dwelling-unit quarters, was similar to the concept of group quarters in the April 1960 census.

The Enumeration Schedules

Four enumeration schedules were used in the Components of Change Survey. The basic enumeration document was the Inventory Changes Schedule (H-7 or H-7a) on which the enumerator listed the 1959 dwelling units in the land area segments and determined the components of change. The H-7 schedule was used in areas in which the enumerator made the 1956-59 comparison and the H-7a schedule in areas in which the 1950-59 comparison was made. The Address Sample Schedule (H-14) was used exclusively in areas where the 1950-59 comparison was made and was used to record certain losses of 1950 dwelling units. The Characteristics Schedule (H-8) was used in the land area segments to enumerate the 1959 characteristics for a subsample of units listed on the H-7 and H-7a schedules.

For a more complete description of the use of these schedules, see part II, chapter 2. The schedules themselves are reproduced in full in a separate publication entitled United States Census of Housing, 1960: Survey of Components of Change and Residential Finance; Principal Data-Collection Forms and Procedures.

Pertinent portions of these schedules are reproduced below along with the discussion of the items of data collected.

Items on the H-7 and H-7a Inventory Changes Schedules.

These schedules were of a line-and-block design so that the respondent's answers to the various items were recorded either by writing in the entries or by checking certain boxes. Most of the items on the H-7 and H-7a schedules were the same; where there were differences in the items, they were defined separately for each schedule. When the definitions of the 1950 and 1956 items differed from the definitions of the 1959 items, the differences were noted.

Section A, coverage items.--Three coverage questions were contained in section A of the Inventory Changes Schedules 7 and 7a. These questions were asked at certain points in the interview in order to insure that all 1959 dwelling units in the segment were enumerated. See description of the use of these items below.

Section A -- I. Does more than one family live in this (house) (apt.)? If "Yes" - Do they live and eat with this family or do they have separate quarters? II. Do any of these persons have their own cooking equipment? Or two or more rooms with separate entrance? III. Are there any other persons or families living in this building or elsewhere on this property? Are there any vacant apartments on this property?	BUDGET BUREAU NO. 41-5931.1 APPROVAL EXPIRES DECEMBER 31, 1960			a. Sheet _____ of _____ sheets	
	b. City or county	c. ED No.	d. PSU No.	e. Segment No.	
	f. Enumerated by	Date	g. Verified by		Date

Section C, 1959 inventory items.--This section contained items on the 1959 characteristics and the components of change for each unit in the 1959 inventory, in terms of the 1956-59 comparison (on the H-7 schedule) or the 1950-59 comparison (on the H-7a schedule).

Item 8, Name of head.--In item 8, the enumerator recorded the name of the head of the household. If the 1959 unit was vacant, the word "vacant" was entered. For quasi-units, the name of the quasi-quarters was entered, e.g., Smith Motel.

Section C - 1959 INVENTORY											
7 1959 Unit No.	8 Name of head (Last name first)	10 Persons in DU VAC v <input type="checkbox"/>	11 Color W 1 <input type="checkbox"/> NW 2 <input type="checkbox"/> VAC v <input type="checkbox"/>	12 Rooms in DU	13 No. of DU's in structure	14 Type of quarters House, apt., flat... 1 <input type="checkbox"/> Trailer: Mobile... 2 <input type="checkbox"/> On perm. foundation... 3 <input type="checkbox"/> Quasi* unit... 4 <input type="checkbox"/>	15 Year built (Enter year if 1955 or later) 1950-54... 1 <input type="checkbox"/> 1945-49... 2 <input type="checkbox"/> 1940-44... 3 <input type="checkbox"/> 39 or before... 4 <input type="checkbox"/>	16 Comparison: 1956 to 1959 Some Unit... 1 <input type="checkbox"/> → Go to Item 18 Different Unit: Conversion... 2 <input type="checkbox"/> Merger... 3 <input type="checkbox"/> Added Unit: From quasi... 4 <input type="checkbox"/> From nonres... 5 <input type="checkbox"/> Moved to site... 6 <input type="checkbox"/> New constr... 7 <input type="checkbox"/> → Go to Item 18	17 Year of change 1959... 1 <input type="checkbox"/> 1958... 2 <input type="checkbox"/> 1957... 3 <input type="checkbox"/> NA... 4 <input type="checkbox"/>	18 Enumerator: Check that items 5 and 6 or 20 and 21 are filled for this unit! Is the 1959 Unit No. in items 5 or 20 circled? Yes... 1 <input type="checkbox"/> No... 2 <input type="checkbox"/>	Office Use 50-59 (t) a. Same... 1 <input type="checkbox"/> b. Conv... 2 <input type="checkbox"/> c. Mer... 3 <input type="checkbox"/> d. Quasi... 4 <input type="checkbox"/> e. Nonres... 5 <input type="checkbox"/> f. Moved... 6 <input type="checkbox"/> g. N.C... 7 <input type="checkbox"/>
	9 Address (House No., St., road, apt., location, etc.)										

Section C - 1959 INVENTORY											
7 1959 Unit No.	8 Name of head (Last name first)	10 Persons in DU VAC v <input type="checkbox"/>	11 Color W 1 <input type="checkbox"/> NW 2 <input type="checkbox"/> VAC v <input type="checkbox"/>	12 Rooms in DU	13 No. of DU's in structure	14 Type of quarters House, apt., flat... 1 <input type="checkbox"/> Trailer: Mobile... 2 <input type="checkbox"/> On perm. foundation... 3 <input type="checkbox"/> Quasi* unit... 4 <input type="checkbox"/>	15 Year built (Enter year if 1955 or later) 1951-54... 0 <input type="checkbox"/> 1950... 1 <input type="checkbox"/> 1945-49... 2 <input type="checkbox"/> 1940-44... 3 <input type="checkbox"/> 1939 or before... 4 <input type="checkbox"/>	16 Comparison: 1950 to 1959 Some Unit... 1 <input type="checkbox"/> Different Unit: Conversion... 2 <input type="checkbox"/> Merger... 3 <input type="checkbox"/> Added Unit: From quasi... 4 <input type="checkbox"/> From nonres... 5 <input type="checkbox"/> Moved to site... 6 <input type="checkbox"/> New constr... 7 <input type="checkbox"/> → Go to Item 18	16a Is there a P-1 Serial Yes 1 <input type="checkbox"/> Number? No 2 <input type="checkbox"/>	17 Year of change: 57-59... 1 <input type="checkbox"/> 53-56... 2 <input type="checkbox"/> 50-52... 3 <input type="checkbox"/> NA... 4 <input type="checkbox"/>	18 Enumerator: Is this 1959 unit number on Form H-113 circled? Yes... 1 <input type="checkbox"/> No... 2 <input type="checkbox"/>
	9 Address (House No., St., road, apt., location, etc.)										

Item 7, 1959 unit number.--Each unit in the segment was assigned a 1959 unit number beginning with "01" and continuing in numerical sequence until the last unit in the segment was enumerated. This 1959 unit number not only helped the enumerator to list the units in an orderly sequence but was also used in section B of the schedule (see below) to relate the 1959 units to the 1950, or 1956, units. In addition, it was used in the identification of the subsample for the H-8 Characteristics Schedule.

Coverage question I.--The enumerator asked coverage question I from section A of the schedule in all units: "Does more than one family live in this (house), (apartment)?" If the answer was yes, he then asked: "Do they live and eat with this family or do they have separate quarters?" The answer to these questions helped the enumerator to identify each dwelling unit in a structure and to determine whether there were any living quarters that were used as quasi-units.

Item 9, Address of the unit.--The specific address of the unit was entered in item 9. In multiunit structures, apartment numbers or the specific locations of the units in the structure (such as second floor, front) were recorded. In rural communities, the highway, road, or mailbox number was entered. Specific addresses of the units were used in the comparison of the 1959 unit with the 1950 or 1956 unit.

Item 10, Persons in unit.--The total number of persons who occupied the dwelling unit was entered in this space. This number included persons related to the head and any lodgers, foster children, wards, and resident employees who shared the living quarters of the household head. If the unit was vacant or temporarily occupied by persons all of whom had a usual place of residence elsewhere, the enumerator placed an "X" in the box marked "vacant."

Coverage question II. If the unit was occupied by persons other than the head, wife, and unmarried children, coverage question II in section A of the schedule became applicable. The enumerator asked: "Do any of these persons have their own cooking equipment?" and "Or two or more rooms with separate entrance?" The answers to these questions helped the enumerator locate additional units in situations where the respondent might have considered the living accommodations to be only one unit. If the enumerator determined the existence of a separate unit, he corrected the number of persons he had entered for the first unit and subsequently enumerated the additional unit.

Item 11, Color of household head. --The enumerator was to determine the correct entry by observation and enter an "X" in the appropriate box. The occupants of dwelling units were classified according to the color of the head of the household into two groups, white (W) and nonwhite (NW). The color group designated nonwhite consisted of such races or ethnic groups as Negro, American Indian, Japanese, Chinese, Filipino, Korean, Asian Indian, and Malayan. Persons of Mexican birth or ancestry, who were not definitely of Indian or other nonwhite race, were classified as white. Persons of mixed racial parentage were classified as nonwhite.

Item 12, Rooms in dwelling unit. --Space was provided for the enumerator to write in the number of rooms in the dwelling unit. The number of rooms was the count of whole rooms used for living purposes, such as living rooms, dining rooms, bedrooms, kitchens, finished attic or basement rooms, recreation rooms, lodgers rooms, and rooms used for offices by a person living in the unit. Not considered as rooms were bathrooms; halls, foyers, or vestibules; closets; alcoves; pantries; strip or pullman kitchens; laundry or furnace rooms; unfinished attics, basements, and other space used for storage; porches, unless they were permanently enclosed and suitable for year-round use; and offices used only by persons not living in the unit. A partially divided room, such as a dinette next to a kitchen or living room, was considered a separate room if there was a partition from floor to ceiling. If a room was shared by occupants of more than one unit, it was included with the unit from which it was most easily reached.

Item 13, Number of dwelling units in structure. --This item contained space for the enumerator to write in the number of dwelling units in the structure. In determining the number of units in the structure, the enumerator counted both occupied and vacant dwelling units, but not business units or quasi-units. A structure was defined as a separate building if it had open space on all four sides, or was separated from other structures by dividing walls that extended from ground to roof. For row-houses, double-houses, or houses attached to nonresidential structures, each house was a separate structure if the dividing or common wall extended from ground to roof. In apartment building developments of the village or garden type, each building with open space on all sides was a separate structure. For apartment buildings or for the garden-type developments, the enumerator determined the number of units in each structure from the manager, janitor, or caretaker.

Item 14, Type of quarters. --On the basis of the enumerator's observation, one of the categories for type of living quarters was marked.

House, apartment, flat. --House, apartment, or flat was checked for all dwelling units except trailers (unless they were on a permanent foundation with one or more rooms added to them). This category was also marked for all occupied tents, boats, and railroad cars.

Trailer: mobile. --Although trailers were considered as dwelling units, a separate classification was provided. The category trailer, mobile was checked for all occupied trailers that rested on wheels or on temporary foundations, such as blocks or posts. Trailers used as extra sleeping rooms, used only for vacation, or used on the road by salesmen or other persons who had a regular residence elsewhere were not enumerated.

Trailer: on permanent foundation. --This category was marked for all vacant and occupied trailers on a regular foundation of brick, stone, concrete, etc. However, when one or more rooms were added to trailers, they were classified in the house, apartment, or flat category.

In 1950, mobile trailers were enumerated in essentially the same manner but all trailers on a permanent foundation were classified as house, apartment, or flat. In the April 1960 census, however, only trailers which were occupied as separate living quarters were included in the inventory; vacant trailers, whether mobile or on a permanent foundation, were excluded. In all three enumerations, when one or more rooms were added to a trailer, it was no longer classified as a trailer, it was classified as a house, apartment, or flat.

Quasi-unit. --The enumerator checked box 4 for all living quarters that did not meet the definition of a dwelling unit. Quasi-units were defined as quarters with five or more lodgers unrelated to the head, including barracks, boarding houses, dormitories, hospitals, institutions, etc. For quasi-units, no further enumeration was required in section C.

Item 15, Year built. --The general format of this item on the H-7 and H-7a schedules was the same. A line was provided to enter the exact year in which the structure was built if it was built in 1955 or later, and categories were provided for the enumerator to check if the structure was built in 1954 or earlier. "Year built" referred to the date the original construction of the structure was completed, and not to any later remodeling, addition, conversion, or other changes. For trailers, the model year was assumed to be the year built.

Coverage question III. --At this point in the interview, the enumerator asked the last coverage question from section A in order to locate additional dwelling units: "Are there any other persons or families living in this building or elsewhere on this property?" and "Are there any vacant apartments on this property?" These questions were asked only if there was a possibility that more than one unit existed in the structure or on the property. It was not necessary to ask these questions at every apartment in a multiunit structure; however, they were required as often as necessary to make sure that every unit in the structure or on the property was located.

Items 16-17, Comparison and Year of change. --The interrelationship of the items for "comparison" and "year of change" was such that both items were enumerated together, even though they were given separate item numbers. The categories for item 16, Comparison, were the same on both schedules although the time periods for the comparison were different for each schedule. On the H-7 schedule, item 16 provided the 1959 status of the units compared to 1956; on the H-7a, item 16 provided the 1959 status compared to 1950. In addition, another item was included on the H-7a schedule, item 16a, "Is there a P-1 serial number?" The enumerator filled this item only if the 1950-59 component was "same." "Year of change" on both schedules and "Is this a P-1 serial number," on the H-7a were used in the enumeration and later editing as an aid in determining the correct components.

The item "year of change" was filled from information obtained directly from the respondents or other reliable sources. For 1959 units, except those classified as same or new construction, the enumerator checked the appropriate box in item 17 indicating the year that the change had occurred. An "NA" (not available) box was provided for the enumerator to check only if it were impossible to ascertain the answer from a reliable respondent.

Item 18.-- The purpose of item 18 was to make sure that the enumerator filled an H-8 Characteristics Schedule for each 1959 unit designated for the subsample (see part II for discussion on subsample). The item contained a question asking the enumerator whether the 1959 unit met the specific requirements (different for units on the H-7a than for those on the H-7 schedule) for becoming a subsample unit. If the answer was yes, he was instructed to fill an H-8 schedule.

Section B.-- Section B contained space for the transcription of selected data for the 1950 units (on H-7a) or 1956 units (on H-7), as well as space for the enumerator to record the 1959 status of the 1950 or 1956 units. A columnar-type design was utilized which permitted data for 12 units to be recorded in section B.

Items 1-4, 1950 or 1956 data.-- Data for items 1-4 on the H-7a schedule were transcribed by the enumerator from the 1950 census records, while on the H-7 schedule these items were transcribed before enumeration from the 1956 National Housing Inventory records. The headings for items 2-4 of section B were identical on both schedules.

Item 1, "Line number" on the H-7 schedule and "P-1 serial number" on the H-7a schedule.-- Item 1 on the H-7 schedule contained preprinted line numbers from 1 to 12. Item 1 on the H-7a schedule was the P-1 serial number. The P-1 number was assigned to each unit enumerated in the 1950 census and represented the order of visitation of the 1950 census enumerator within his enumeration district. The P-1 serial numbers identified the 1950 units for which detailed characteristics were later transcribed from the 1950 census records.

Items 2-4.-- The definitions for items 2-4 were the same as the corresponding items in section C of the H-7 and H-7a schedules.

Items 5-6, 1959 status.-- Item 5 contained space for the enumerator to enter the 1959 status of the 1950 or 1956 units. For those units in section B that had

Section B											
1956 NHI Data				1959 Status							
① Line No.	② Name of head and address	③ No. of rooms in DU	④ No. of DU's in structure	⑤ NHI Unit No. (h)	Office Use		⑥ Enter 1959 Unit No. (If S, CONV, MER, or TO QUASI in (5))	Office Use			
					Transcribe NHI unit in (h) to (j)	Transcribe P-1 unit in (n) to (r)		NHI code (m)	P-1 serial No. (n)	1959 code (o)	Transcribe P-1 unit in (p) to (r)
1	-----										
2	-----										

Section B											
1950 Data for Units in Current Structures				1959 Status							
① P-1 Serial No.	② Name of head and address	③ No. or rooms in DU	④ No. of DU's in structure	⑤ Enter 1959 Status Code: S (Same) CONVerted MERged TO QUASI TO NONRES UNFIT DEMOL. OTHER (moved burned etc.)	⑥ Enter 1959 Unit No. (If S, CONV, MER, or TO QUASI in (5))	Office Use					
						Transcribe P-1 unit in (n) to (r)	Transcribe P-1 unit in (p) to (r)				

corresponding 1959 living quarters listed in section C (dwelling units that were classified as same, or as changed by conversion or merger, or as quasi-units), the corresponding 1959 unit numbers were recorded in item 6. For all other units in section B (demolished, changed to nonresidential use, unfit, or otherwise lost from the inventory), the status was entered in item 5 and no entry was applicable in item 6. The wording of these two items was the same on both schedules except that on the H-7 schedule, the notation "explain" was added for "DEMOL." The enumerator determined whether the 1956 unit was demolished for private purpose or by government direction. Depending on the type of demolition, he entered *DEMOL — priv.* or *DEMOL — gov.* in item 5.

Item 6 on the H-7 schedule was also used to pre-designate the characteristic subsample for the 1959 unit C.

Columns and items used in office processing.-- Additional columns labeled "office use" were incorporated on both schedules to expedite the clerical processing.

On the H-7a schedule, only two additional columns were required and they were inserted after item 6 in section B.

On the H-7 schedule, several more columns were required because the 1950-59 components were obtained by an office editing procedure (see part II, chapter 2,

Item (n), P-1 serial number. The P-1 serial numbers were transcribed in item (n) for all 1950 units used to establish the 1950-56 components in the 1956 National Housing Inventory program.

Item (o), 1959 code. By using the data in item (m), the 1956 comparison code, and the entries in item 6 of section B, the 1959 status for the 1956 units, the 1959 status of the 1950 units represented by the P-1 serial number in item (n) was established and entered in item (o).

The columns, "Item (p), Transcribe P-1 unit in (n) to: H-116a (If not 'S')" and "Item (r), Transcribe P-1 unit in (n) to: H-8 part 3 (If 'S')" were used in the processing of the 1950 units whose P-1 serial numbers were entered in item (n).

Item (t), 1950-59 comparison. The status of the 1959 units compared to 1950 was coded on the H-7 schedules by an office editing procedure and entered in item (t).

Section D on the H-7 schedule: 1959 unit numbers not in item 6 of section B. As explained earlier, section D was used to identify the characteristics subsample for 1959 units which could not be related to 1956 units transcribed in section B (new construction, other additions and those units that were missed in the 1956 enumeration).

Section D - 1959 UNIT NUMBERS NOT IN ITEM 6 OF SECTION B					
(19) Line No.	(20) 1959 Unit No.	(21) Reason unit number not listed in Section B	(19) Line No.	(20) 1959 Unit No.	(21) Reason unit number not listed in Section B
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

NOTE: If additional sheets are needed, continue circling pattern.

for description). In section B of the H-7 schedule, between items 4 and 5, the column "Item (h) NHI unit number" was inserted. The NHI unit number was assigned by the NHI enumerator to all 1956 dwelling units listed on the 1956 listing schedule. The NHI unit numbers were transcribed in item (h) prior to enumeration.

Between items 5 and 6, two columns "Item (j), Transcribe NHI unit in (h) to: H-116 (If not 'S')" and "Item (k), Transcribe NHI unit in (h) to: H-8 part 2 (If 'S')" were inserted and used in the processing of the 1956 component.

After item 6 in section B, five columns were added and they were used in the processing of the 1950-59 components. Data for the items (m) and (n) were transcribed from the 1956 NHI records prior to enumeration.

Item (m), NHI code. In item (m), the 1956 component was entered in code for all 1956 units transcribed in section B. These 1956 components had been established in the 1956 National Housing Inventory by comparing all units in the segment in 1956 with 1950 census records.

For 1959 units classified as new construction or other additions in item 16 of section C, the enumerator entered the 1959 unit number in item 20, and, in item 21, the reason why the unit number was not listed in section B, such as *new construction* or *from nonresidential*. For units that existed in 1956 but which were missed in the 1956 enumeration, the components-of-change enumerator entered, in item 20, the 1959 unit number and, in item 21, the statement *missed in 1956*.

Items on the H-14 Address Sample Schedule

In the eight SMSA's and in counties that were added to some of the nine SMSA's and in Alaska and Hawaii, 1950 losses in whole structures were enumerated on the H-14 schedule. Since the definitions of the items on the H-14 schedule have been given above, one line of items and their headings are given below in order to illustrate their arrangement.

The H-14 schedule contained six lines of items, three on the front and three on the back, with space on the back for the enumerator to enter pertinent explanations when necessary.

Line No.	Serial No.	Address (No., Street, Avenue, Road, Apt. No., or location)	CURRENT STATUS OF WHOLE STRUCTURE				
			Does structure still contain one or more DU's?	If structure still contains DU's ("Yes" in item 4) How many?	If structure does not contain DU's ("No" in item 4):		
					Type of change	Year of change	1950 P-1 Serial number(s)
①	②	③	④	⑤	⑥	⑦	⑧
1	1950 Serial No. Found in P-1 <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "No," stop here)</i>		<input type="checkbox"/> Yes <i>(If "Yes," fill item 5 and stop)</i> <input type="checkbox"/> No <i>(If "No," fill items 6, 7, and 8)</i>	<input type="checkbox"/> 1 DU <input type="checkbox"/> 2 to 4 DU's <input type="checkbox"/> 5 or more DU's	1 <input type="checkbox"/> Entirely quasi 2 <input type="checkbox"/> Entirely for nonres. use 3 <input type="checkbox"/> Unfit (vacant, not useable for living quarters) 4 <input type="checkbox"/> Demolished 5 <input type="checkbox"/> Moved from site 6 <input type="checkbox"/> Other (Explain in comments)	1 <input type="checkbox"/> 1957-59 2 <input type="checkbox"/> 1953-56 3 <input type="checkbox"/> 1950-52 4 <input type="checkbox"/> NA	Enter P-1 Serial numbers of all DU's in this structure in 1950 ----- ----- ----- <i>(In multi-unit structures group the serial numbers in sequence)</i>
2	1950 Serial No. Found in P-1 <input type="checkbox"/> Yes		<input type="checkbox"/> Yes <i>(If "Yes," fill item 5 and stop)</i>	<input type="checkbox"/> 1 DU <input type="checkbox"/> 2 to 4 DU's	1 <input type="checkbox"/> Entirely quasi 2 <input type="checkbox"/> Entirely for nonres. use 3 <input type="checkbox"/> Unfit (vacant, not useable for living quarters)	1 <input type="checkbox"/> 1957-59 2 <input type="checkbox"/> 1953-56	Enter P-1 Serial numbers of all DU's in this structure in 1950 ----- -----

Items on the H-8 Characteristics Schedule

The H-8 Characteristics Schedule was filed for a sub-sample of all 1959 units listed on the H-7 and H-7a schedules and utilized the FOSDIC type of design. Almost all items were in FOSDIC marking; however, entries for a few items were recorded in a conventional manner. The entries for these items were later coded to the FOSDIC format.

The 1959 data obtained on the H-7 and H-7a schedules were transcribed to the back of the H-8 schedule in parts 1 or 1a in a later process. In addition, the 1956 data from the 1956 NHI records were transcribed on the back in part 2 for all 1956 units that were classified as same for the 1956-59 period.

Similarly, 1950 data from the 1950 census records were transcribed in part 3 for all 1950 units classified as same for 1950-59. Thus, the 1950 or 1956 characteristics for same units were available from the H-8 schedules.

Some of the 1959 items on the H-8 schedule were identical to the 1960 housing census items in definition, intent, wording, and categories. (See part III, chapter 2, for the definitions of the 1960 census items as well as a discussion of the differences in concept between the 1950 and 1960 census items.) Since the 1960 census items have already been defined, the 1959 items that were identical to the 1960 census items are merely identified in the tabulation that follows which shows the 1959 item number, the description of the item, and the corresponding number of the 1960 census item. For the 1959 items that differ from those in the 1960 census (such as condition of unit), or for items collected only in the 1959 program (such as items relating to recent movers), detailed definitions are presented, as well as discussion of the relationship to the 1960, 1956, or 1950 items.

Because the definitions of the 1956 items are essentially identical to those in 1950, conceptual differences between 1950 and 1959 are likewise applicable to the 1956 items. Accordingly, the 1950 and 1956 items transcribed on the back of the H-8 schedule are listed but not defined.

Line Number	① NAME	② RELATIONSHIP	③ SEX	④ AGE	⑤ FINAL COUNT	⑥ COLOR OF HEAD
	What is the name of the head of this household? What are the names of all other persons who live here? <i>Enter last name first</i>	<i>Enter relationship of person to head of the household, as:</i>	Male (M) Female (F)	How old was he on his last birthday?	Is there anyone else who usually lives here but is temporarily away? Is there anyone else staying here now who has no usual place of residence elsewhere? I have names now, is that right?	
1	<i>List persons in this order:</i> { The head His wife Unmarried sons and daughters (in order of age) Married sons and daughters and their families Other relatives Other persons, such as lodgers, maids, or hired hands who live in and their relatives living in	Head Wife Son or daughter Grandfather Uncle Mother-in-law Lodger Lodger's wife Maid			Mark correct number of persons here: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 or more Vacant <input type="checkbox"/>	<input type="checkbox"/> W <input type="checkbox"/> NW <input type="checkbox"/> VAC
2						
3						
4						
5						
6						
7						
8						
9						
10						

ITEMS THAT WERE IDENTICAL IN 1959 and 1960

Item no. on H-8	Description of item	Item no. on census schedule
7	Water supply	H9
8	Toilet	H10
9	Bath tub or shower	H11
10	Number of bathrooms	H30
12 and 13	Acreage and sales ¹	H17 and H18
14	Tenure	H12
15	Seasonal status	H7
16	Vacancy status	H13
17	Description of property ²	H14
18	Value	H15
19	Rent	H16
20	Does the rent include any land used for farming (or ranching)? ¹	H42
21a,b,c	Cost of utilities	H43 and H44
21a	Electricity	H43 and H44
21b	Gas	H43 and H44
21c	Water	H43 and H44
22	Fuel	H45 and H46

¹ Items 12-13, "acreage" and "sales," and item 20, "Does the rent include any land used for farming (or ranching)?" were omitted for urban enumeration districts. The designation of enumeration districts as urban for this purpose was based on the 1950 urban-rural definition.

² The last category "description of property" of the 1960 schedule was "2+ units," while on the H-8, another category was added, primarily for purposes of the residential finance program, "2-4 units" and "5 or more."

Items 1-6.--Essentially, items 1-6 were similar in concept to the 1960 Census of Population items.

Items 1-4.--The conventional design of items 1-4 provided 10 lines for the enumerator to write in the entries for items such as name of each household member, relationship of each person to the household head, sex, and age.

Code boxes were placed in the lower-right corner of the H-8 schedule for coding the entries in the above items.

OFFICE USE ONLY										
A	B		C		D		E		F	G
SEX OF HEAD	AGE		OWN CHILDREN		OTHER RELATIVES (Excl. B, C)		NON-RELATIVES		OWNER	AGE OF OWNER
	HEAD	WIFE	-5	6-17	-65	65+	-65	65+		T U
	T U	T U								
M	○	○ ○ ○ ○	○ ○ ○	○ ○ ○	○ ○ ○	○ ○ ○	○ ○ ○	○ ○ ○	Head. ○	○ ○ ○
	○	○ ○ 1 ○ ○	○ ○ 1 ○	○ ○ 1 ○	○ ○ 1 ○	○ ○ 1 ○	○ ○ 1 ○	○ ○ 1 ○	Wife. ○	1 ○ ○
F	○	○ ○ 2 ○ ○	○ ○ 2 ○	○ ○ 2 ○	○ ○ 2 ○	○ ○ 2 ○	○ ○ 2 ○	○ ○ 2 ○	Other rel. ○	2 ○ ○
	○	○ ○ 3 ○ ○	○ ○ 3 ○	○ ○ 3 ○	○ ○ 3 ○	○ ○ 3 ○	○ ○ 3 ○	○ ○ 3 ○	Other rel. ○	3 ○ ○
	○	○ ○ 4 ○ ○	○ ○ 4 ○	○ ○ 4 ○	○ ○ 4 ○	○ ○ 4 ○	○ ○ 4 ○	○ ○ 4 ○	Other rel. ○	4 ○ ○
	○	○ ○ 5 ○ ○	○ ○ 5 ○	○ ○ 5 ○	○ ○ 5 ○	○ ○ 5 ○	○ ○ 5 ○	○ ○ 5 ○	Non-rel. ○	5 ○ ○
	○	○ ○ 6 ○ ○	○ ○ 6 ○	○ ○ 6 ○	○ ○ 6 ○	○ ○ 6 ○	○ ○ 6 ○	○ ○ 6 ○	Non-rel. ○	6 ○ ○
	○	○ ○ 7 ○ ○	○ ○ 7 ○	○ ○ 7 ○	○ ○ 7 ○	○ ○ 7 ○	○ ○ 7 ○	○ ○ 7 ○	R or NCR. ○	7 ○ ○
	○	○ ○ 8 ○ ○	○ ○ 8 ○	○ ○ 8 ○	○ ○ 8 ○	○ ○ 8 ○	○ ○ 8 ○	○ ○ 8 ○	R or NCR. ○	8 ○ ○
	○	○ ○ 9 ○ ○	○ ○ 9 ○	○ ○ 9 ○	○ ○ 9 ○	○ ○ 9 ○	○ ○ 9 ○	○ ○ 9 ○	R or NCR. ○	9 ○ ○

The data enumerated in items 1-4 were coded in boxes A-E of the code box to obtain the following characteristics: household composition by sex and age of head; presence of nonrelatives; own children, by age group; and persons 65 years old and over. In addition, for owner-occupied units, type and age of owner were coded in boxes F-G (the owner-occupant being identified in item 33).

Item 5, Final count of persons.--After the enumerator had filled items 1-4, he entered the final count of persons in item 5 after the questions in item 5 had been answered by the respondent.

The definition of the number of persons in a household was the same as the definition for the similar item (item 10) on the H-7 and H-7a schedules.

Item 6, Color of head.--The definition and categories for color of the head of the household were the same as for item 11 of the H-7 and H-7a schedules, except that the entries were recorded in FOSDIC marking on the H-8 schedule. Although items 5-6 were enumerated on the H-7 and H-7a schedules, these items were not transcribed to the H-8. They were enumerated again on the H-8 because data for the H-7 or H-7a schedules could be obtained from neighbors, landlords, or other respondents who might not know the precise answers to these items.

Item 11, Condition.--The condition of the unit was enumerated in accordance with the 1950 concept and contained only two categories: not dilapidated and dilapidated.

The enumerator determined the condition of the dwelling unit by observation, on the basis of specified criteria related to the extent or degree of visible defects. The types of defects the enumerator looked for were associated with weather tightness, extent of disrepair, hazards to the physical safety of the occupants, and inadequate or makeshift construction. These were signs of other structural defects which may have been hidden. Defects which could have been revealed only by a more careful inspection than is possible during a census, such as the presence of dampness or infestation, inadequate wiring, and rotted beams, were not included in the criteria for determining the condition of a unit.

Dilapidated housing was defined as housing that did not provide safe and adequate shelter and which, in its present condition, endangered the health, safety, or well-being of occupants. Such housing either had one or more critical defects, or had a combination of minor defects in sufficient number or extent to require considerable repair or rebuilding, or was of inadequate original construction. The defects were either so critical or so widespread that the dwelling unit was below the generally accepted minimum standard for housing and needed to be torn down, extensively repaired, or rebuilt.

A critical defect was serious enough in itself to warrant classifying a unit as dilapidated. Examples of critical defects were: holes, open cracks, or rotted, loose, or missing material (clapboard siding, shingles, bricks, concrete, tile, plaster, or floorboards) over a considerable area of the foundation, outside walls, roof, chimney, or inside walls, floors or ceilings; substantial sagging of floors, walls, or roof; or extensive damage by storm, fire, or flood.

To be classified as dilapidated on the basis of minor defects, a dwelling unit must have had such defects in sufficient number or to such an extent that it no longer provided safe and adequate shelter. No set number of minor defects was required. Examples of minor defects were: holes, open cracks, or rotted, loose, or missing materials in the foundation, walls, roof, floors, or ceilings but not over a considerable area; shaky or unsafe porch, steps, or railings; several broken or missing window panes; some rotted or loose window frames or sashes that were no longer rainproof or windproof; broken or loose stair treads, or broken, loose, or missing risers, balusters, or railings of inside or outside stairs; deep wear on doorsills, doorframes, outside or inside steps of floors; and damaged, unsafe, or makeshift

chimney such as a stovepipe or other uninsulated pipe leading directly from the stove to the outside through a hole in the roof, wall, or window. Such defects were signs of neglect which could lead to serious structural deterioration or damage if not corrected.

Inadequate original construction included: shacks, huts, or tents; structures with makeshift walls or roofs, or built of packing boxes, scrap lumber, or tin; structures lacking foundations (walls resting directly on the ground); structures with dirt floors; and cellars, sheds, barns, garages, or other places not originally intended for living quarters and inadequately converted to such use. Such units were classified as dilapidated.

The enumerator was to judge each unit on the basis of its own characteristics, regardless of the neighborhood, age of the structure, or race of the occupants. He was cautioned, for example, that although lack of paint was only a slight defect, this and other signs of neglect were warnings to look closely for more serious defects. Also, exterior covering might have improved the appearance of a structure but not its condition, and the sturdiness of brick or other masonry walls could be misleading if there were defects in other parts of the structure.

The enumerator was provided with detailed oral and written instructions and with visual aids. A filmstrip of photographs depicted various types of defects and a recorded narrative explained how to determine the classification of condition on the basis of these defects. Nevertheless, it was not possible to achieve uniform results in applying the criteria for determining the condition of a unit. Data on condition for large areas, which were based on the work of a number of enumerators, tended to have a smaller margin of relative error than data for small areas, which depended on the work of only a few enumerators.

The concepts, definitions, and training materials used in the December 1959 survey were the same as those used in the 1960 census. In the April 1960 census, three levels of condition were reported: sound, deteriorating, and dilapidated. The 1959 category dilapidated and the 1960 category dilapidated were considered comparable categories since the same basic concept of dilapidation was used. The 1959 category not dilapidated was considered comparable with the 1960 categories sound and deteriorating combined. It is possible, however, that the change in categories introduced an element of difference between the 1959 and 1960 statistics.

Item 23, In what year did head move into this unit?-- This item was enumerated for all occupied units. In

23 In what year did (name of head from item 1) move into this unit?

1959 } Ask items 24 through 34.

1958 }

1957 }

1956 }

1955 }

1950-54 } Ask item 24 and skip to item 33 or 34.

1945-49 }

Before 1945

asking this question, the enumerator was instructed to use the name of the present head listed in item 1. This item referred to the year of the latest move of the household. If the head moved back into a unit he had previously occupied, the enumerator recorded the year of the latest move in item 23. The data generally reflected turnover in occupancy of units but did not indicate the total number of changes in occupancy that had occurred. The same concept of year moved into unit was used in the 1960 census and in the 1956 National Housing Inventory program. No information on year moved was collected in the 1950 Census of Housing. Although data from this item were tabulated separately, it was used to determine the skip pattern for the remaining items. The various categories in item 23 were bracketed and, after each bracket, instructions for the enumerator indicated which of the remaining questions were to be asked.

Item 24, Did any other member of this household move in before that?-- This item was designed to provide a measure of the number of households whose head was not the first household member to move into the unit. Item 24 was used in the editing of item 23 when item 23 was blank or inconsistent with the year the structure was built. The question was asked for all households.

24 Did any other member of this household move in before that?

If so, when?

No.....

Yes:

1959.....

1958.....

1957.....

1956.....

1955.....

1950-54.....

1945-49.....

Before 1945...

Information on year moved for other members of the household was not collected in the 1956 National Housing Inventory.

Items 25-32, Data for recent movers.-- Items 25-32 were asked only for units occupied by "recent movers"; i.e., the head of the household had moved into the present unit in 1958 or 1959. These items provided data on tenure, value or rent, and location of the previous unit. Similar data were obtained in the 1956 National Housing Inventory but not in 1960 and 1950.

During the interview, the enumerator used the name of the head of the household in item 1 when asking question 25, and he recorded the answer by filling a yes or no FOSDIC circle. Cross-tabulations of the characteristics of present and previous units occupied by "recent movers" were restricted to units for which the head in the present unit was also the head in the previous unit.

OFFICE USE ONLY		COMMENTS:
R-Prev. Res.	S-Prev. Res.	
Same county..... <input type="checkbox"/>	In this SMSA: In cc..... <input type="checkbox"/>	
	Not cc..... <input type="checkbox"/>	
Different county, same state. <input type="checkbox"/>	In other SMSA: In cc..... <input type="checkbox"/>	
	Not cc..... <input type="checkbox"/>	
Different state..... <input type="checkbox"/>	Outside SMSA... <input type="checkbox"/>	

Entries for item 26, on location of previous residence, were written in. Data in this item were later coded to FOSDIC marking in code boxes R and S for the purpose of relating the location of the previous and present unit. These code boxes were placed at the bottom of the front right page of the H-8 schedule.

"In this SMSA" meant that the previous unit was located in the same SMSA as the present unit. "In other SMSA" meant the previous unit was located inside an SMSA other than the SMSA where the present unit was located. "Outside SMSA" referred to territory outside SMSA's defined as of June 1959. The previous units in this group were further categorized by whether or not they were located in the same country or State as the present units.

The intent and the categories for item 30 were identical to item H14, Description of property, on the 1960 census schedule. Although the categories for item 31 were the same as for item H15, Value, on the 1960 census schedule, the intent of the question was to obtain the selling price of the previous property at the time of the move and not the estimated value of the previous unit at the time of enumeration. Item 32 was asked only if the previous unit was renter-occupied, and the instructions for entering the respondent's answer in FOSDIC marking were the same as item H16, Rent, on the 1960 census schedule.

Items 33 and 34, Mailing address of owner or agent.-- Item 33 was filled by the enumerator only if the entry

IF HEAD MOVED IN 1958 OR 1959																																															
<p>25 Was... (name of head from item 1) previous residence at the time he moved?</p> <p>Yes <input type="radio"/></p> <p>No <input type="radio"/></p>	<p>26 Where was... (name of head from item 1) previous residence located?</p> <p>a. Street address or rural route</p> <p>b. City, town, borough (In New England, enter city and town.)</p> <p>c. County</p> <p>d. State</p>	<p>27 Was that inside "city" limits of... (place listed in 26b)?</p> <p>Inside... <input type="radio"/></p> <p>Outside... <input type="radio"/></p> <p>No city, town, or borough listed in 26b... <input type="radio"/></p>																																													
IF HEAD MOVED IN 1958 OR 1959																																															
<p>28 Was... (name of head from item 1) previous residence on a city lot, on a place of less than 10 acres, or on a place of 10 or more acres?</p> <p>On a city lot (or an apt. bldg.)... <input type="radio"/></p> <p>On a place of less than 10 acres... <input type="radio"/></p> <p>On a place of 10 or more acres... <input type="radio"/></p>	<p>29 Was his previous residence owner-occupied or renter-occupied?</p> <p>Owner-occupied... <input type="radio"/></p> <p>Renter-occupied... <input type="radio"/></p> <p>No cash rent... <input type="radio"/></p>	<p>If Previous Residence was Owner-Occupied</p> <p>30 Was his previous residence a one-dwelling-unit property, no business?</p> <p>1 unit, no business... <input type="radio"/></p> <p>1 unit, with business... <input type="radio"/></p> <p>2 or more units... <input type="radio"/></p>	<p>If Previous Residence was Renter-Occupied</p> <p>31 About how much did that property sell for, or would it have sold for?</p> <p>Under \$5,000... <input type="radio"/></p> <p>\$ 5,000- 7,400... <input type="radio"/></p> <p>\$ 7,500- 9,900... <input type="radio"/></p> <p>\$10,000-12,400... <input type="radio"/></p> <p>\$12,500-14,900... <input type="radio"/></p> <p>\$15,000-17,400... <input type="radio"/></p> <p>\$17,500-19,900... <input type="radio"/></p> <p>\$20,000-24,900... <input type="radio"/></p> <p>\$25,000-34,900... <input type="radio"/></p> <p>\$35,000 or over... <input type="radio"/></p>																																												
			<p>32 What was the monthly rent for his previous residence?</p> <table border="1"> <thead> <tr> <th></th> <th>Hundreds</th> <th>Tens</th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>0</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>1</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>2</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>3</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>4</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>5</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>6</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>7</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>8</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>9</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>		Hundreds	Tens	Units	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Hundreds	Tens	Units																																												
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																												

In item 27, on "city limits," the term "city" referred to the city, town, village, borough, or other place listed in item 26b as the location of the household head's previous residence. This item was also used in coding items as well as in the mechanical editing of item 28.

The definitions of the categories in item 28 were the same as for item 17, Acreage, in the 1960 census. The entry in this item and the entry coded in item S were utilized in obtaining a modified definition of farm residences which were excluded from the tabulations of rent and value for previous units. (A previous unit was classified as a farm unit if it was located outside a city and if it was on a place of 10 or more acres.)

The definitions of items 29-32, as well as the categories of each item, were the same as similar items on the 1960 census schedule except that they were designed to obtain data for the previous unit.

The categories of item 29 were the same as item H12, Tenure, on the 1960 FOSDIC schedule.

The next two items, 30 and 31, were enumerated only if the previous unit had been owner-occupied.

in item 14 was *owned or being bought*. He entered in item 33a the line number of the person(s) listed in item 1 who held title to the property. If the mailing address of the unit was not the same as the location address entered at the top of the H-3 schedule, the enumerator entered the specific mailing address in items 33b-d. If they were the same, he entered the word same in these items. The specific mailing address was used in the later mailing operation of residential finance schedules.

From the line numbers of the person(s) who held the title to the property entered in item 33a, code box F was later marked identifying the owner of the unit. The categories for type of owner in code box F and for age of the owner in the code box G have previously been shown with the code boxes for household characteristics (see page 269). Although information on tenure was obtained in the April 1960 census, in the 1950 census, and in the 1956 National Housing Inventory, no information was obtained on the identity or age of the owner of the unit.

The "owner of the unit" was a member of the household who lived in the unit and was the owner or co-owner of the dwelling unit. Units co-owned by two or more household members were tabulated in the category head

or wife if the head or wife was a co-owner. If neither the head nor his wife was a co-owner, but at least one of the co-owners was related to the head (by blood, marriage, or adoption), the unit was tabulated in the category other relative of head.

When the owner of the unit had been established, the age of the owner was entered in code box G from the entries in item 4. If the unit were owned jointly by the head and his wife, the age of the head was coded in box G (see page 269).

Item 34 was asked only if the entry in item 14, Tenure was *rented* or *no cash rent*, or if the entry in item 5 was *vacant*. Item 34 was used in establishing the sample for residential finance. In item 34a, the enumerator entered the name of the owner or agent, and in items 34b-d, the specific mailing address of the owner or agent.

Transcription Items

Identification items from the H-7 or H-7a schedules were transcribed to FOSDIC marking on the back of the H-8 for all schedules.

Part 1 on the back of the H-8 schedule was for transcription of data units listed on the H-7 schedule. Part 1A was for transcription of data from the H-7a schedule.

In addition to parts 1 and 1A, code boxes were provided on the back of the H-8 for data that were required in the processing of the H-8 schedule.

Part 2 on the back of the H-8 schedule was for transcription of the following items from the 1956 NHI characteristics schedule when the 1956-59 comparison code was same in item 16 in part 1.

Part 3 on the back of the H-8 schedule was for transcription of 1950 items from the 1950 census records for units that were same between 1950 and 1959 (i.e., same in item (t) in part 1 or in item 16 in part 1A).

IDENTIFICATION									
d. PSU NO.					e. SEGMENT NO.				
Th	H	T	U		Th	H	T	U	
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>	<input type="radio"/>								

RESIDENTIAL FINANCE ITEMS

All of the items described below appear as boxheads or stubs in the tables in the published statistical reports on residential finance. Some were also used to restrict the separate tables to certain classes of properties. The published items can be conveniently divided into two main groups, those which were published in virtually the same form as collected and those which were derived from the answers to two or more questions. Some of the published items, derived from the data contained in two or more entries on the questionnaire, were combined by a clerical coding operation; others were combined by the punchcard equipment.

Regardless of the source, each entry on the questionnaires which was used in a published item¹ went through a series of processing steps to convert the data into a form convenient for punching and to improve the usefulness of the final results by eliminating errors and supplying missing information.

The Enumeration Schedules

Three questionnaires were used to obtain information for the Residential Finance Survey. The Homeowner Questionnaire (H-10) was mailed to owners of properties with one to four dwelling units one of which was owner-occupied. The Rental Property Questionnaire (H-11) was mailed to owners of all other types of residential properties. These two questionnaires were referred to as

¹A few entries on the questionnaires were used primarily for quality control purposes and were not punched into the basic data cards.

"owner questionnaires." The Lender Questionnaire (H-12) was mailed to lenders reported to be holding mortgages on properties.

For a more complete description of the use of these questionnaires, see part II, chapter 3. The questionnaires themselves are reproduced in full in a separate publication with the title United States Census of Housing, 1960: Survey of Components of Change and Residential Finance; Principal Data-Collection Forms and Procedures. Pertinent portions of the questionnaires are reproduced below along with the discussion of the items of data collected.

Mortgage Characteristics

Number of mortgages on property.-- This item was used as a stub in tables 2, 5, 6, 7, and 8 in the published reports and was also used to distinguish mortgaged from nonmortgaged properties for table 1. It was derived from the owners' answers in item 3 of the H-10 Homeowner Questionnaires and H-11 Rental Property Questionnaires.

Owners were instructed to consider deeds of trust, land contracts, and contracts for deeds as mortgages. The intent of this question was to determine if the owner had pledged the property as security for one or more loans. Property improvement loans and personal loans used for the down payment which were not liens against the property were not counted as mortgages. The owner was asked to describe these "other loans." As a check against the owner's responses, the person(s) or institution(s) to whom the owner made payments on his loan(s) was asked whether they held or serviced any debt for which the property was pledged as security.

3. Do you have any of the following types of debt relating to this property? (Check "Yes" or "No" for each type)	For each type checked "Yes" in column (1) answer the following questions:					
	What type of loan is it?	When did you make or assume the loan?	What was the amount of the loan when you made or assumed it?	What are your regular payments on this loan? (Enter dollars and cents)	What does this payment cover? (Check one or more boxes)	To whom do you make payments on this loan?
(1)	(2)	(3)	(4)	(5)	(6)	(7)
a. First mortgage? NOTE: Mortgage as used on this questionnaire includes deeds of trust, land contracts, and contracts for deed. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FHA mortgage <input type="checkbox"/> VA mortgage (GI loan) <input type="checkbox"/> Other	(Year)	\$ _____	\$ _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> None required	<input type="checkbox"/> Principal <input type="checkbox"/> Interest <input type="checkbox"/> Real estate taxes <input type="checkbox"/> Property insurance <input type="checkbox"/> Other (Specify)	Name and address What account number is used by the lender for this mortgage? _____ OR <input type="checkbox"/> Not known
b. Second mortgage? (or second trust?) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VA 2nd mortgage <input type="checkbox"/> Other	(Year)	\$ _____	\$ _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> None required	<input type="checkbox"/> Principal <input type="checkbox"/> Interest <input type="checkbox"/> Other (Specify)	Name and address What account number is used by the lender for this mortgage? _____ OR <input type="checkbox"/> Not known
c. Other loans? (Any other mortgage or loan related to this property such as property improvement loan, personal loan for down payment, etc.) Purpose: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Third mortgage <input type="checkbox"/> Property improvement loan <input type="checkbox"/> Other	(Year)	\$ _____	\$ _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> None required	<input type="checkbox"/> Principal <input type="checkbox"/> Interest <input type="checkbox"/> Other (Specify)	Name and address What account number is used by the lender for this loan? _____ OR <input type="checkbox"/> Not known

The holder (or servicer) of the loan was also asked if he held or serviced more than one mortgage. Occasionally, an owner who had a Federal Housing Administration (FHA) first mortgage and a Veterans' Administration (VA) second mortgage reported the FHA first mortgage only, very likely because only one monthly payment was made. In those cases, the presence of two mortgages was reported by the holder or servicer.

Some respondents who owned their homes free and clear reported for the mortgage(s) that they had recently paid off. Lenders were instructed to report the date the mortgage was terminated for such cases if there was no record of the mortgage having been refinanced.

Unlike the 1950 survey, no effort was made to check the owners' reports on the number of mortgages with the county records. The 1950 experience indicated that while lenders were careful to enter in the county record the existence of a mortgage, a large proportion of lenders and owners did not take the trouble to record the termination of a mortgage.

During the data collection phase, clerks determined the number of mortgages by examining the entries in item 3 and any notes or letters returned with the questionnaires. In the event the number of mortgages could not be determined, the editors were instructed to get the necessary information by telephone if possible. Failing this, they wrote to the owner and if this did not produce the required information the case was assigned for personal interview.

As part of the central office screening operation, the number of mortgages was verified by an examination of the entries in item 3 on the H-10 Homeowner Questionnaires and H-11 Rental Property Questionnaires and the answers received from the holder or servicer of the loan on the H-12 Lender Questionnaire. The clerks were instructed to refer properties with complicated financial arrangements to the subject-matter specialists of the Housing Division.

In the mechanical edit, the entry for number of mortgages was compared with the presence or absence of certain mortgage information. All mortgaged properties were to have one mortgage basic card for each mortgage. Cases with no mortgages were tabulated separately from those with mortgages. No cross-tabulations were prepared for nonmortgaged properties.

Government insurance status of first mortgage.-- Because of its importance this item appeared on both the owner (H-10 and H-11) and lender (H-12) questionnaires. In item 3 of the owner questionnaires, the owner was asked: "What type of loan is it?" Three boxes were provided for checking the answer for the first mortgage: "FHA mortgage," "VA mortgage (GI loan)," and "other."

The lender was asked (item 2 on the H-12a): "Is this mortgage FHA insured, VA guaranteed or insured, or conventional (not VA guaranteed, not FHA insured)?"

2. Is this mortgage	Check one:
(1) FHA insured?	1 <input type="checkbox"/> FHA
(2) VA guaranteed or insured?	2 <input type="checkbox"/> VA
(3) Conventional? (Not VA guaranteed, not FHA insured)	3 <input type="checkbox"/> Conventional

The type of mortgage for FHA and VA loans was verified by determining whether the characteristics of the mortgage were consistent with the laws and administrative regulations relating to FHA and VA loans.

Checks were made for FHA loans as part of the editing procedure to verify the following:

The loan was for a first mortgage
 Year made was 1934 or later
 Term was for stated length of time (could not be "indefinite or "on demand")
 Interest rates did not exceed the following maximum:

<u>Year made</u>	<u>Maximum rate</u>
1934-39.....	5 percent
1940-55.....	4-1/2 percent
1956.....	5 percent
1957-58.....	5-1/4 percent
1959-60.....	5-3/4 percent

Mortgage payments were monthly and included:
 (a) Both interest and principal payment
 (b) Real estate taxes and property insurance
 (c) FHA insurance premium (except for some cases where the borrower was in the military services)

Mortgage holder was not an individual

Checks were made for VA loans to verify the following:

The loan was for a first mortgage unless the first mortgage was FHA insured
 Year made was 1944 or later
 Term (same as for FHA loans)
 Interest rate maximums did not exceed the following:

<u>Year made</u>	<u>Maximum rate</u>
1944-52.....	4 percent
1953-57.....	4-1/2 percent
1958.....	4-3/4 percent
1959-60.....	5-1/4 percent

Mortgage payments were monthly and included both principal and interest.

Mortgages made under the provisions of the California Veterans Farm and Home Purchase Act or under the provisions of veterans laws of other States were considered conventional mortgages. In the few cases where the lender failed to supply an answer to item 2 of the H-12 questionnaire, the owner's answer was accepted. Most of the clerical edits for this item were repeated as part of the mechanical edits.

First mortgage loan.-- This item appeared on both the owner (item 3) and the lender (item 5) questionnaires to: (1) provide a quality check on the amount of the loan reported by the owner for cases where the mortgage was made at the time the owner purchased the property; and (2) determine the outstanding debt on the loan at the time of the purchase in cases where the current owner assumed² the mortgage.

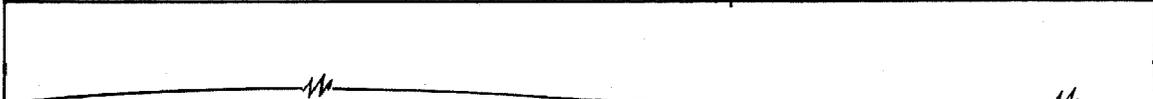
Upon receipt of the lender questionnaires, the clerks determined if this question had been answered. Since this was a key item, the respondent was contacted by phone, mail, or personal interview if he had neglected to supply it. In the few cases where the answer could

²The current owner was defined as the owner at the time of the survey. A purchaser of a property with a mortgage still outstanding might have assumed responsibility for paying off the unpaid balance as part of the purchase agreement. In such cases, the amount of the unpaid balance at the time of purchase was regarded as the amount of the loan for the purposes of this survey.

not be determined from either respondent, subject-matter specialists imputed an amount based on other items on the questionnaires. In cases of assumed amortized loans, the amounts reported by the owner and the lender were expected to be different. In these cases, the amount reported by the owner was tabulated and was used to compute ratios. In the cases of refinanced, renewed, or extended loans, the amount of loan for the latest transaction was determined by an examination of the amount of loan and outstanding debt entries. Where it appeared that additional money had been advanced at the time the loan was recast, the amount of loan was adjusted if there was evidence that the additional amount was not included in the amount of loan entry. The amount of the first mortgage loan was used in conjunction with the purchase price to compute the percentage for "first mortgage loan as a percent of purchase price." It was also used in conjunction with the purchase price and the amount of junior mortgage loans to compute the percentage for "all mortgage loans as a percent of purchase price."

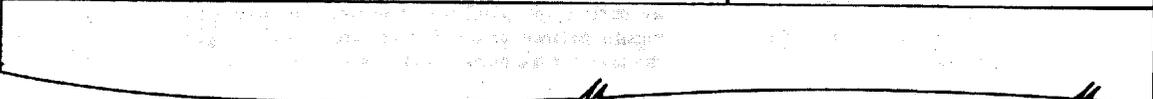
As part of the edits, the amount of the loan was compared with the purchase price and the outstanding debt to determine the reasonableness of these entries.

First mortgage outstanding debt.--This item (with its variation, total mortgage outstanding debt) appeared as a stub item and also appeared as the unit of tabulation in table 3 (first mortgage outstanding debt) and table 4 (total mortgage debt) of the published report. The source of this item was question 6 of the H-12 questionnaire, "What is the current unpaid balance?"

6. What is the current unpaid balance?	\$	Do NOT include FHA Mortgage Insurance Premium
		

Since this was a key item, those lenders who left it blank were contacted during the data collection phase. The amount of debt outstanding on each mortgage was transcribed to the mortgage transcription sheet (MTS) after it had been checked for consistency with the amount of mortgage loan (item 5 of the H-12 Lender Questionnaire) and rounded to the nearest dollar. In the mechanical edit operation, any case in which the unpaid balance of the first mortgage exceeded the value of the property was rejected for inspection. If the reported unpaid balance was as much as twice as large as the value, the questionnaire was checked for punching or coding errors. Other cases where the debt exceeded value were accepted. This item was punched to the nearest hundred dollars. After the workcard was transferred to magnetic tape, the electronic computer multiplied the outstanding first- and total-mortgage-debt figures by an adjusted weight in order to produce a weighted-debt figure used to prepare tables 3 and 4 in the published reports.

Total mortgage outstanding debt.--This item was used to classify properties by total mortgage debt; i.e., the sum of the unpaid balance for the first and all junior mortgages. Properties with only one mortgage had a total debt equal to the first mortgage debt. The source of this item was question 3 of the H-12 Lender Questionnaire. During the machine operation in which the work-

3. When was this mortgage made? (Closed and disbursed)	Month/Year	If payable "on demand," so state
		

card was produced from information on the basic cards, the amount of the unpaid balance of the first mortgage was added to the amount(s) of the unpaid balance of the junior mortgage(s).

Term of first mortgage.--The source of this item was question 4 of the lenders questionnaire (H-12): "What is the term of this mortgage (years from date made to maturity)?" The respondent was instructed to enter *on demand* if the mortgage had been so written that the unpaid balance became due and payable at any time indicated by the lender. Most respondents entered the number of years. In a few cases, the answer appeared in some other form, e.g., *no set time* or *until paid*. In the latter cases the term was computed. The central data-processing clerks referred such cases to the technical assistants who computed the term using all clues available. As part of the mechanical-editing operation, the term of VA and FHA loans were compared with the maturity-limitation provisions found in the laws and administrative regulations.

Cases rejected in the mechanical edit because of blanks were corrected by technical assistants who computed the term using the entries in the face amount of loan when made (as reported by the lender), interest rate, and principal and interest payment. All cases with unusually short-term mortgages were examined by technical assistants who checked for possible inconsistencies between the term and the amount of the regular payments for principal and interest.

Interest rate of first mortgage.--The source of this item was question 7 of the H-12 questionnaire: "What

is the interest rate?" The respondent was instructed to report the percent per year and not to include the FHA mortgage-insurance premium for FHA loans. The reported amount was coded into a 2-digit number before transcription to the mortgage transcription sheet. The left-hand digit was used for the whole number from 0 to 9 and the right-hand digit for the decimal. Each of the most frequent decimals (.25, .50, and .75) had a code, the remaining decimals had a code for each group between these most frequent decimals. Thus, there was a separate right-hand digit for each of the following decimals or decimal groups;

- None
- Less than .25
- .25
- .26-.49
- .50
- .51-.74
- .75
- .76-.99

The upper limit was "10 percent or more." All blank entries and entries of *none* were referred to specially trained technical assistants, as were cases where the interest rate was for a period other than annual. These were changed to an annual basis. Information on the legal maximum rate of interest for the FHA and VA mortgages was used to fill blank entries in interest for these loans.

4. What is the term of this mortgage? (Years from date made to maturity)	_____ Years	If payable "on demand," so state
7. What is the interest rate?	_____ % per year	Do NOT include FHA Mortgage Insurance Premium

The following table was used to correct cases rejected in editing due to blanks, impossible codes, or inconsistencies:

Year mortgage made (reported by lender)	Type of mortgage		
	FHA (percent)	VA (percent)	Conventional (percent)
1959-60.....	5-3/4	5-1/2	6-1/2
1958.....	5-1/4	4-3/4	6
1957.....	5-1/4	4-1/2	6
1956.....	5	4-1/2	6
1953-55.....	4-1/2	4-1/2	5-1/2
1950-52.....	4-1/2	4	5-1/2
Before 1950.....	4-1/2	4	5-1/2

All cases where the interest rate was punched as less than 2.0 percent were checked by referring to the questionnaire.

Origin of first mortgage.-- This item was used to classify the properties as to whether the first mortgage was made at the time of acquisition, made later, or taken over (assumed) from the previous owner at the time of acquisition.

The sources of this item were: (1) the question on the year the first mortgage was made or assumed, (item 3 on the owners' H-10 and H-11 questionnaires); (2) the question on the year the first mortgage was made (item 3 of the H-12 Lender Questionnaire); and (3) item 7 of the owner questionnaires, "When did you buy, build, or otherwise acquire this property?"

A large percentage of all mortgages were made when the property was acquired and as a result the same year appeared in each of these sources. If the property was acquired after the mortgage was made (as reported on the lender's questionnaire), and if the year the mortgage was made or assumed, as reported by the owner, was the same as the year the property was acquired, the mortgage was coded as having been assumed at the time of acquisition. All other cases, including properties not acquired by purchase, fell in the category made after property acquired.

This item was edited for consistency with the following items: year property acquired, manner of acquisition, dates mortgage made (reported by both owner and lender), amount of loan reported by owner, and amount of loan reported by the lender.

This item was not coded until all the blanks and inconsistencies for the required questions had passed edit.

If a mortgage was assumed, the amount of the loan reported by the owner should have been less than that reported by the lender. Where this relationship was not

found, it was changed by using the entries on the lender questionnaire to determine the unpaid balance of the loan at the time the current owner acquired the property.

Year first mortgage made or assumed.-- The source of this item was question 3, column 3, on the owner questionnaires: "When did you make or assume the loan?" A similar question, "When was this mortgage made? (closed and disbursed)," appeared on the lender questionnaire, item 3, and was used to check the accuracy of the owner's answer as well as to determine "origin of loan." The owner was asked this question because some lenders did not always record information relating to the assumption of an existing loan by a new purchaser. For the purposes of this survey, the year the current owner made or assumed the loan was desired and not the year the mortgage was originally made.

As part of the central office editing procedure, the blank entries were imputed and inconsistencies between the owner and lender reports were resolved. Where the amount of loan reported by the owner and lender was the same but the year made entry on the owner's questionnaire was blank, the lender's entry was used. Some of the inconsistencies were brought about because the mortgage had been renewed or refinanced. The date of the latest renewal or refinancing was used as the year the mortgage was made (item 3 of the H-12 Lender Questionnaire).

Method of payment of first mortgage.-- This item provided information on whether regular mortgage payments were required and, if so, whether the payment included both interest and principal or only one of these. The source of this item was question 8 of the H-12 questionnaire.

A coded 1-digit number was punched to indicate the four possibilities tabulated. As part of the clerical and mechanical edits, FHA and VA loans which did not have both principal and interest included in the mortgage payments were rejected and referred to technical assistants who examined the other entries on the questionnaire to be sure that the loan was not actually a conventional mortgage.

The category no regular payments was used for those few cases where there were no payments and where payments were paid occasionally (e.g., when the borrower was able to pay).

Monthly principal and interest payment of first mortgage.-- Both the owner and lender were asked about the amount of the regular payments on the first mortgage. As part of the screening operation, the answer reported by the owner in item 3, column 5, of the H-10 Homeowner Questionnaire or H-11 Rental Property Questionnaire was compared with the answer reported by the lender (question 8, line 1, of the H-12 questionnaire) to screen out for special handling cases where the owner and lender were not reporting for the same mortgage.

8. What are the REGULAR payments required in connection with this mortgage?	Amount (Dollars and cents)	Frequency of payment	
		Monthly	Other (Specify)
(1) For principal and interest (if paid at same time)	\$	<input type="checkbox"/>	
If principal and interest are NOT paid at same time show separately:	a. For principal ..	<input type="checkbox"/>	
	b. For interest ..	<input type="checkbox"/>	
(2) For real estate taxes	\$	<input type="checkbox"/>	
(3) For property insurance (Fire, windstorm, etc.)	\$	<input type="checkbox"/>	
(4) For FHA mortgage insurance premium, if applicable	\$	<input type="checkbox"/>	
(5) Other (Specify)	\$	<input type="checkbox"/>	
(6) Total payment	\$		

Do NOT include FHA Mortgage Insurance Premium

Enter amount currently required for each item.

If no payment is required for a given item, write "none" in amount column.

If taxes and insurance are combined in one account, enter separate estimate for each.

The amount of the payment reported by the lender, the items included, and the frequency of the payment, were transcribed to the mortgage transcription sheet and subsequently punched into the basic first mortgage punchcard. This information was converted to a monthly amount and recoded into the categories shown in the published tables. It was also used (along with the data on taxes, insurance, utilities, and other items included in the mortgage payments) to compute monthly housing costs for mortgaged properties. The amount of principal and interest payments converted to an annual basis was used as the numerator for the published figures on "interest and principal payment on first mortgage as a percent of income."

As part of the clerical edit, technical assistants examined cases where the lender indicated that the total payment covered other items in addition to the principal and interest. The total amount was allocated among the various items included in the payment.

The following illustrate some of the types of unusual cases which had to be resolved:

1. Amount of interest was not shown but there was an entry in the question on rate of interest, or a note stating "plus interest"
2. Payment on interest only was required but the amount of payment was not reported
3. Interest and principal were paid at different frequencies
4. The payment for principal and interest was less than that required for interest alone

During the mechanical edit the amount of each entry was compared with the face amount of the loan when made or assumed, as reported by the owner. Cases where the payment exceeded one-tenth of the amount of loan were rejected and examined.

Current status of first mortgage.--The source of this item was question 9 of the H-12 questionnaire, which read as follows:

<p>9. What is the present status of the mortgage payments?</p> <p>(1) Current (or ahead of schedule)</p> <p>(2) Delinquent</p> <p>a. If delinquent, how many payments are past due?</p>	<p>Check one:</p> <p>1 <input type="checkbox"/> Current</p> <p>2 <input type="checkbox"/> Delinquent</p> <p style="text-align: center;">_____ Payments</p>	}	<p>Check "current," if less than 30 days past due</p>
---	--	---	---

This item was clerically edited to improve the usefulness of the data by eliminating blanks and one of the two entries if both box 1 and box 2 had been checked. During the mechanical edit operation, all remaining blanks and inconsistencies between this item and the amount paid for principal and interest were corrected.

If this item was found to be blank and if an amount was reported for principal and an interest payment, this item was changed to *current*. Cases with *none* in the amount of principal and interest payment were corrected to no regular payments required in current status of payments.

Although not tabulated, the workcard contained data on the number of payments past due from 1 through 8, and 9 or more.

Holder of first mortgage.--The source of this item was question 10 of the H-12 Lender Questionnaire.

During the data collection phase, cases where the mortgage was held by a Federal government agency were referred to the Washington office. These cases were consolidated and sent to the agencies in groups. In the case of mortgages held by the Federal Housing Administration, care was taken in the editing of these questionnaires to be sure that the type of loan was "conventional" and not "FHA insured."

Occasionally, the lender neglected to answer this question. Technical assistants assigned a type of holder on the basis of the name of the lender furnished by the owner or the name which appeared in item 1 of the lender's form (H-12) for cases where the respondent serviced but did not hold the mortgage loan.

The type of holder was usually evident from the name of the lender. If the word "savings" appeared in the name of a bank it was recorded as a mutual savings bank. Only insurance companies with the word "life" in their name were coded as "life insurance company"; other types of insurance companies were coded as "other."

Servicing of first mortgage.--This item distinguished between mortgage holders who service their mortgages and those who let others perform the servicing tasks. Servicing consists of billing the mortgagor, keeping the necessary records, and paying the real estate taxes, insurance, or other items included in the mortgage payment. It is common practice for insurance companies

and other mortgage lenders who invest over a wide geographic area to arrange for local mortgage companies to service their mortgages. The source of this item was question 1 of the H-12 questionnaire. The respondent was instructed to check one of two boxes: *hold* or *service only*.

1. Do you		Check one:	
(1) Held a mortgage?		1 <input type="checkbox"/> Hold	
(2) Service a mortgage for the holder?		2 <input type="checkbox"/> Service only	
a. If you are servicing this mortgage, who is the holder?			
Name		Phone No. (If available)	
City	State		

As part of the central office processing, the entry concerning *hold* or *service only* was verified by comparing the following entries: (1) The name and address of the lender reported by the owner in item 3 of the H-10 or H-11; (2) the entries in item 1 of the H-12; and (3) the entry on the type of lender (item 10 of the H-12).

Cases which contained a blank in this item were corrected as follows: If the type of holder (item 10 of the H-12

owner properties and (2) rental and vacant properties and to restrict some of the tabulations to properties containing a predetermined number of dwelling units, it was necessary to determine the type of property (i.e., homeowner versus all other), and the number of dwelling units in each property.

For the purposes of this survey, homeowner properties were defined as those which contained four or fewer units, in one of which the owner lived. The initial

10. Indicate type of holder of this mortgage (Check one box)	
(1a) <input type="checkbox"/> Commercial bank or trust company - held for OWN account	
(1b) <input type="checkbox"/> Commercial bank or trust company - held for TRUST account	
(2) <input type="checkbox"/> Mutual savings bank	
(3) <input type="checkbox"/> Savings and loan association (Bldg. and loan, cooperative bank, or homestead association)	
(4) <input type="checkbox"/> Life insurance company	
(5) <input type="checkbox"/> Mortgage company	} Check one of these boxes for all firms in mortgage, real estate, or construction business, whether operated by corporation, partnership, or individual
(6) <input type="checkbox"/> Real estate or construction company	
(7) <input type="checkbox"/> Federal or State agency (FNMA, FHA, VA, State veterans mortgage program, etc.)	
(8a) <input type="checkbox"/> Public and private employee retirement systems (including State and municipal funds), labor unions and union welfare funds	
(8b) <input type="checkbox"/> Philanthropic and educational endowments, foundations and trusts (include any fraternal or nonprofit organizations not listed in Item 8a above)	
(9) <input type="checkbox"/> Individual or individual's estate	
(10) <input type="checkbox"/> Other (Specify type)	

questionnaire) was a life insurance company or a Federal or State agency, this item was corrected to *service only*. All other types of holders were corrected to *hold and service*. It should be noted that this correction applied only to those cases rejected in the mechanical-edit operation because of a blank or an impossible code.

Location of first mortgage holder.--The categories for this item were clerically coded by first determining whether the property was inside an SMSA, and then determining whether the property was in the same geographic division as the lender. The location of the lender was considered to be the address supplied by the owner (item 3, column 7, H-10/H-11) for mortgages held and serviced by the lender. In the case of mortgages serviced but not held by the respondent, the city and State of the lender appearing in item 1 of the H-12 questionnaire was used to code this item. Because some financial institutions lend on a national basis through the use of branch offices, the question arose as to whether the address of the head office should be taken as the location of the holder. The decision was made to use the address given on the questionnaire to determine the location of the holder relative to the location of the property.

After the area identification code had been transferred from the weight card to the workcard, it was possible to mechanically compare the coding for this item with the area code specifying whether the property was inside an SMSA. Inconsistent entries were changed by using the area code as the guide to the property location.

Property Characteristics

Type of property and number of dwelling units on the property.--In order to show separate tables for (1) home-

determination of the type of property was made at the time the control card was prepared by examining entries on the components-of-change H-8 Characteristics Schedule. The components-of-change interviewer was instructed to enter in item 14 of the H-8 schedule the respondent's answer to the question: "Is this unit owned by someone living in it or is it rented?" In item 17 of the H-8 schedule, the interviewer categorized the properties owned or being bought as follows: 1 unit, no business; 1 unit, with business; 2 to 4 units; or 5 or more units. In items 12-13 of the H-8 schedule, the interviewer entered information which was used to determine if the property was a farm. Question 12 asked: "Is this house--on a city lot, on a place of less than 10⁰⁰ acres, or on a place of 10 or more acres?" Item 13 asked information on the sales of crops, livestock, and other farm products. If the property was (1) on a place of less than 10 acres and had sales of \$250 or more, or (2) on a place of 10 or more acres and had sales of \$50 or more, it was considered a farm and was out-of-scope for the Residential Finance Survey.

If the property was owned or being bought (item 14 of the H-8 schedule) and contained four or fewer units (item 17 of the H-8 schedule), a homeowner control card and a homeowner (H-10) questionnaire were prepared. A rental control card and H-11 questionnaire were prepared for all other in-scope properties.

Upon receipt of each owner questionnaire (H-10 and H-11), the answer to the question on the name and address of the owner (question 1) was compared with the answer to question 2 ("Does the owner live on this property?") and question 4a ("How many dwelling units are there in this property?") to determine if the owner

lived on the property and if the property contained less than five units. All properties meeting these two criteria were designated homeowner properties; all others were designated rental or vacant properties. If this check revealed that the wrong questionnaire had been mailed, the data were transcribed to the correct form and the respondent was asked to supply the information which was not obtained initially because the type of property was not correctly established. Because of the importance of these items, the editing steps taken after the receipt of the schedule were verified as part of the central office screening operation.

Property location.--The source of this item in the published reports was the geographic area code which was on the original components-of-change master segment record. This code was transferred to the H-8 record as part of the components-of-change processing and was punched with the other H-8 information onto the residential finance weight card. This information on property location was transferred to the workcard after the weight card was tabulated to provide information for the ratio-estimation procedure. The geographic area code was used to categorize the properties as follows:

- Inside SMSA's
 - Inside a central city
 - Outside a central city
- Outside SMSA's

Value.--The source of this item was question 12 on the H-10 questionnaire: "About how much do you think this property would sell for on today's market?" The wording of this question was intended to emphasize the concept of the complete property, i.e., both the land and the structure. While most homeowners own the land their house is on, a few lease the land. The value sought was the expected sales price of both the land and the structure(s).

During the collection phase, schedules for all owners who did not report a value after mail or telephone followup were set aside for personal interview. The interviewers assured the owner that the value reported was confidential and could not be used for purposes of taxation or assessment, and suggested to the owner that he compare his property with similar properties in the neighborhood which may have been sold recently, or which were listed for sale or advertised in newspapers. If the owner could not decide on a dollar value, the interviewers then showed the owner a flashcard containing the value groups to be used in the publication and ask the owner into which group he thought the value would fall.

In a few cases, the value could not be secured during the data collection phase of the survey. If the property had been purchased in 1957-60, the value was derived from the purchase price during the central office data processing phase. Housing Division subject-matter specialists imputed a value on the basis of year built, real estate taxes, amount of mortgage, and other items for all other cases.

Year built.--The source of this item was question 6 of the H-10 and H-11 questionnaires. "About when was this building originally built?" The entry in the year-built item was reviewed during the data-collection phase and the respondent was contacted by letter or telephone if the item was blank.

6. About when was this building originally built?

- | | |
|--|--|
| 1 <input type="checkbox"/> 1959 | 5 <input type="checkbox"/> 1940 - 1949 |
| 2 <input type="checkbox"/> 1958 | 6 <input type="checkbox"/> 1930 - 1939 |
| 3 <input type="checkbox"/> 1955 - 1957 | 7 <input type="checkbox"/> 1929 or earlier |
| 4 <input type="checkbox"/> 1950 - 1954 | |

This item was edited clerically in conjunction with the items on year acquired and whether new or previously occupied when acquired. The following types of inconsistent cases were rejected for subject-matter review and correction: (1) the year the building was acquired was earlier than the year it was built; (2) the building was acquired in the same year as it was built but the owner reported that the building had been previously occupied; and (3) the year built and the year acquired were not the same but the owner reported that the building was new when acquired.

Condition.--The source of this item was question 11 on the components-of-change H-8 Characteristics Schedule. It was transcribed from the H-8 to the related H-10 questionnaire for dwelling-unit properties, along with the other items from this source, as part of the central office processing.

On the H-8 Characteristics Schedule all structures were classified as dilapidated or not dilapidated. The interviewer made this classification by observing the visible defects which would indicate lack of weather tightness, hazards to the physical safety of the occupants, or inadequate (makeshift) construction. Consequently, structures with serious defects revealable only by a more careful inspection were likely to be classified as not dilapidated.

Rooms.--This item was originally entered on form H-7 (or H-7a) by the components-of-change interviewer. As part of the components-of-change clerical processing, the information was transcribed to the reverse side of the H-8 schedule (item 12). Following the initial collation of the H-8 and H-10 questionnaires (see part II, chapter 3) the information on the number of rooms was transcribed to the related H-10's for 1-dwelling unit homeowner properties.

Purchase price.--The source of this item was question 11 of the homeowner (H-10) questionnaires: "What was the purchase price of this property when you acquired it?" The respondent was instructed to report both the cost of the land and the construction costs in the event that he built the building after acquiring the land.

In the event the respondent did not answer the question, he was contacted by telephone or mail and asked to furnish an answer if his answers to questions 9 and 10 of the owner schedule revealed that he had purchased the property. The intent of this question was to determine the entire cost of the property to the owner at the time of purchase exclusive of subsequent expenditures for improvements, conversions, or repairs.

As part of the clerical review, this entry was made consistent with the entry on manner of acquisition. If manner of acquisition was coded as *not purchased*, the code for the item on purchase price was *not applicable*. All other cases required an entry for purchase price. If blank, technical assistants imputed an entry by reference to other entries on the schedule, such as value, year built, year acquired, amount of loan, and kind of loan. Each entry giving an amount was checked for misplaced commas and decimals. If the owner reported separate amounts for the lot and building, these were combined.

This item was used in conjunction with the information on the amount of the mortgage loan(s) for the published data on first mortgage loan as a percent of purchase price, and total mortgage loan as a percent of purchase price. It was used in conjunction with data on value of the property to determine the purchase price as a percent of value.

Real estate taxes.--The source of this item was the information supplied by the owner in question 14a of the owner's (H-10) questionnaire. Properties acquired in 1959 or 1960 were excluded because of the strong possibility that recent purchasers might not have received a tax bill or might report for only part of the year.

For mortgaged properties, the entries supplied by the lender for question 8, (line 2) of the H-12 questionnaire relating to the real estate taxes included in the mortgage payment were compared with the entry in item 14a of the owner's questionnaire. If the owner left item 14a blank or indicated that no taxes were paid over and above the amount included in the mortgage payment, the entry on the lender's questionnaire was converted to a yearly basis and transcribed to the tax item on the owner's questionnaire (item 14a) and subsequently punched to the basic card.

If this item was unanswered or the owner's answer differed from that supplied by the lender, the case was referred to technical assistants who imputed an amount for real estate taxes. If the owner reported a smaller amount than the lender and if the owner's amount was less than one-third of the lender's amount, the two amounts were added together. If, in cases where the owner reported less than the lender, and the owner's amount was more than one-half of the lender's amount, the amount reported by the owner was accepted.

If the owner reported an amount greater than the lender, the owner's amount was accepted whenever the difference between the two amounts did not exceed the owner's amount by more than 50 percent. Where taxes and insurance were combined by the respondent, technical assistants first computed an estimated annual insurance premium by assuming that the house was insured for its full value and that the premium was \$4 per \$1,000 of value. This estimated amount for the insurance premium was subtracted from the combined amount to yield real estate taxes. All other problem cases were resolved on the basis of the entry on value of property and "typical" tax rates and assessment ratios derived from outside sources.

Owner Characteristics

Year property acquired.--The source of this item was question 7 of the H-10 questionnaires; "When did you buy, build, or otherwise acquire this building?" A space was provided to enter the year. In the data collection and processing stages it was treated in the same manner as the item on year the property was built.

This item was edited mechanically for consistency with the following items: manner of acquisition, origin of mortgage (new or assumed), and year mortgage was made or assumed.

New or previously occupied.--The source of this item was question 8 of the H-10 and H-11 questionnaires; "Was this a new building when you acquired it, or had it been occupied previously?" A box was provided for each of the two possibilities. This item was edited along with the year the structure was built and the year the property was acquired. Properties acquired in the same year as they were built were expected to have a check in the "new building" box of this question. This inconsistency and others were corrected by the technical assistants.

Manner of acquisition.--The sources of this item were questions 9-10 on the owner (H-10/H-11) questionnaires:

<p>9. When you acquired this building, did you place or assume a mortgage on the property?</p> <p>1 <input type="checkbox"/> Placed a new mortgage on the property</p> <p>2 <input type="checkbox"/> Assumed a mortgage from former owner</p> <p>Former owner's name: _____</p> <p>3 <input type="checkbox"/> Acquired it free of mortgage</p>
<p>10. If you acquired this building free of mortgage, how was it acquired?</p> <p>1 <input type="checkbox"/> All cash - no borrowing</p> <p>2 <input type="checkbox"/> By inheritance or gift</p> <p>3 <input type="checkbox"/> Borrowed all or part of funds needed</p> <p>4 <input type="checkbox"/> In another manner (Describe below)</p> <p>_____</p> <p>_____</p> <p>_____</p>

The category not by purchase (and its subcategories) in the published item comprised properties which were acquired free of mortgage (box 3, item 9), and those acquired by gift of inheritance or in some other manner other than purchase (boxes 2 and 4, item 10). Properties acquired free of mortgage (box 3, item 9), which were purchased for all cash or by borrowing not secured by a mortgage on the subject property (boxes 1 or 3, of item 10) were tabulated accordingly.

The published category purchased--made new mortgage was reserved for owners who checked only box 1 of item 9. Properties for which the owner checked only box 2 of item 9 were tabulated in the category "purchased--assumed mortgage from former owner." Cases where both boxes 1 and 2 were checked were tabulated in the published category purchased--assumed mortgage from former owner, made new second mortgage.

Items 9-10 were considered key questions. If these questions were found to be blank or inconsistent during the data-collection phase, the case was assigned for personal interview. The following constituted inconsistent entries in item 9: (1) box 3 was checked and boxes 1 or 2, or both, were also checked; (2) box 1 or 2 of item 9 was checked but item 10 was not blank; and (3) box 3 of item 9 was checked, but there was no entry for item 10.

If the respondent indicated that a new mortgage had been placed or that a mortgage had been assumed (item 9) but indicated (in item 10) that the property had been acquired by inheritance or gift, reference was made to the question of purchase price. If a purchase price was given, the property was coded in the appropriate category under acquired by purchase or construction. If no purchase price was entered it was assumed that the property had not been purchased.

While most cases were clear-cut, some owners acquired their property under one or more of the following unusual methods: "traded houses and mortgages," "worked it out," "purchase of brother's estate," "paid for house as it was built," "divorce settlement," or "borrowed on another house." Technical assistants coded these rare cases primarily by relying on the entry in purchase price. If there was no purchase price, unusual cases were coded as gift or inheritance or other. This item was also edited for consistency with the following items: year property

BIBLIOGRAPHY

U. S. Bureau of the Census, Washington, D. C. :

1960 Census of Housing: Residential Financing Technical Guide. SCARF. 1959. 48 pp. (Form H-136)

1960 Census of Housing: SCARF Residential Finance Enumerator's Reference Manual. 1960. 60 pp. (Form H-137)

1960 Decennial Censuses of Population and Housing: Decennial Operations Manual. Vol. I. SCARF Program. 1959-60. 3 parts.

See especially:

Part I, Components of Change--Phase I:

Chapter G, Editing and Coding Instructions. 2 sections, paged separately, approx. 90 pp.

Chapter K, H-8 Editing and Coding. Various paging, approx. 50 pp.

Part III, Survey of Residential Finance:

Chapter E, Property Editing and Coding. 12 pp., processed.

Chapter F, Mortgage Editing and Coding. 21 pp., processed.

SCARF Enumerator's Manual. 1960 Census of Housing. Components of Change, Phase II. 1960. 45 pp. (Form F-139)

SCARF Enumerators' Manual, 1956-1959. 1960 Census of Housing. Components of Change, Phase I. 1959. 97 pp. (Form 60-08-101)

SCARF Enumerators' Manual, 1950-1959. 1960 Census of Housing. Components of Change, Phase I. 1959. 98 pp. (Form 60-08-101a)

SCARF Operations Manual. 1959. Various paging, approx. 110 pp. (Form F-356) (For the Components of Change Survey.)

SCARF Residential Finance Program Operations Manual. 1959. Various paging, approx. 140 pp. (Form F-361)

United States Census of Housing, 1960: Survey of Components of Change and Residential Finance; Principal Data Collection Forms and Procedures. U.S. Govt. Print. Off., 1962. 39 pp.

Other Sources:

Kristof, Frank S. "Components of Change in the Nation's Housing Inventory in Relation to the 1960 Census." In: American Statistical Association. Proceedings of the Social Statistics Section, 1959. Washington, D. C., 1960?, pp. 92-102.